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ABSTRACT

This document is a comprehensive guide to electronic data exchange (EDE) of Title IV student financial aid application data to and from the U.S. Department of Education. An overview chapter defines terms for processing financial aid applications through EDE, explains the seven-step process for sending and receiving data using EDE, and describes good practices for setting up and implementing EDE. Chapter 2 explains features which establish codes and default operating parameters for global EDExpress functions, as well as general navigation and Windows system issues. Chapter 3 explains the creation and use of query and document-tracking functions in EDExpress. Chapters 4 and 5 detail the process of entering data from the Free Application for Federal Student Aid (FAFSA) in the EDExpress application processing module for the purpose of transmitting FAFSA data to the Central Processing System. Chapter 6 explains the procedural steps involved in transmitting and tracking data using the EDconnect telecommunications package. Chapters 7 and 8 then consider the importation of processed Institutional Student Individual Records (ISIRs), management and correction of records in the ISIR database, and development of ISIR reports. Many examples of computer screens illustrate the procedures. Sample printouts of records are appended. (DB)

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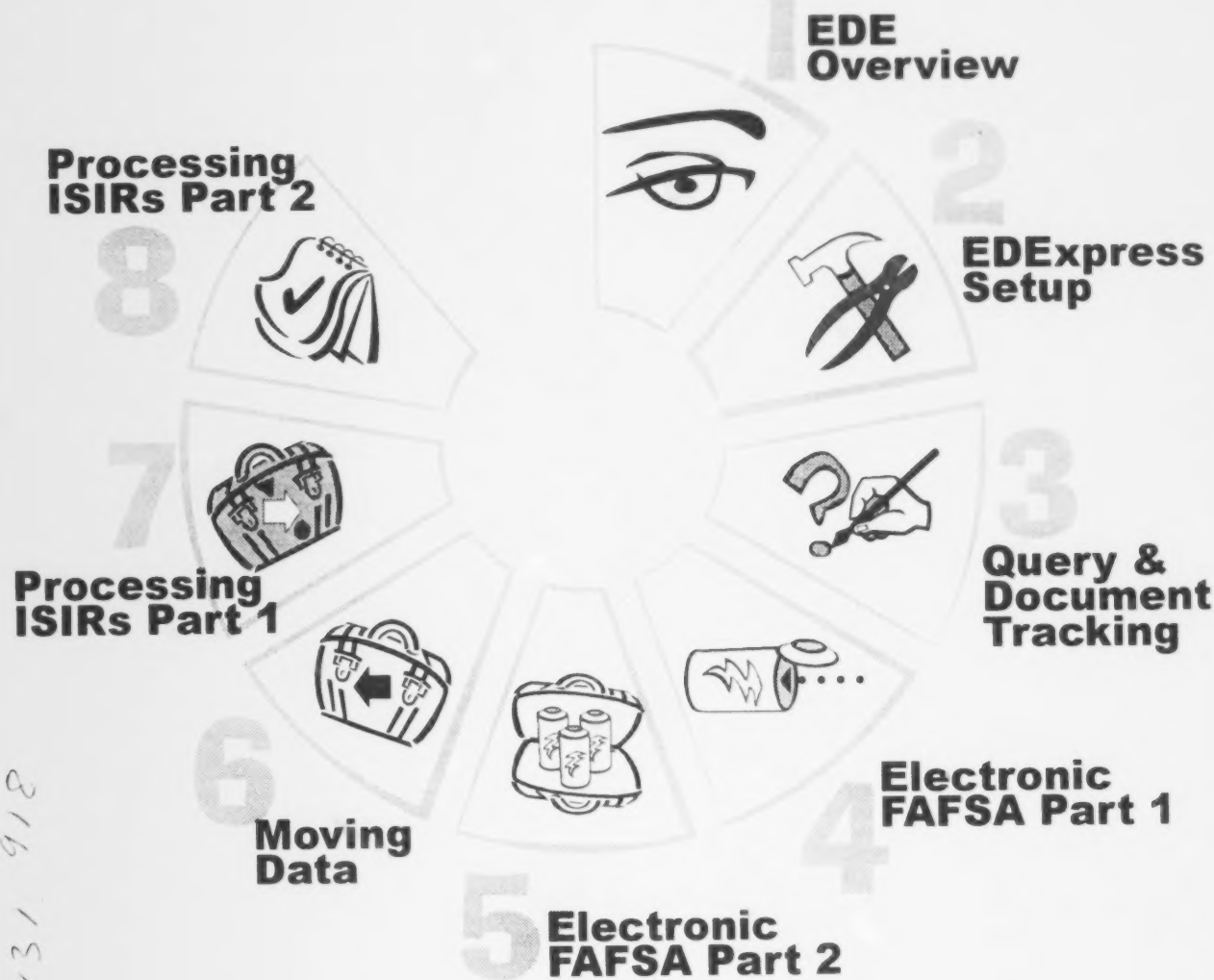
1999-2000 EDExpress Application Processing



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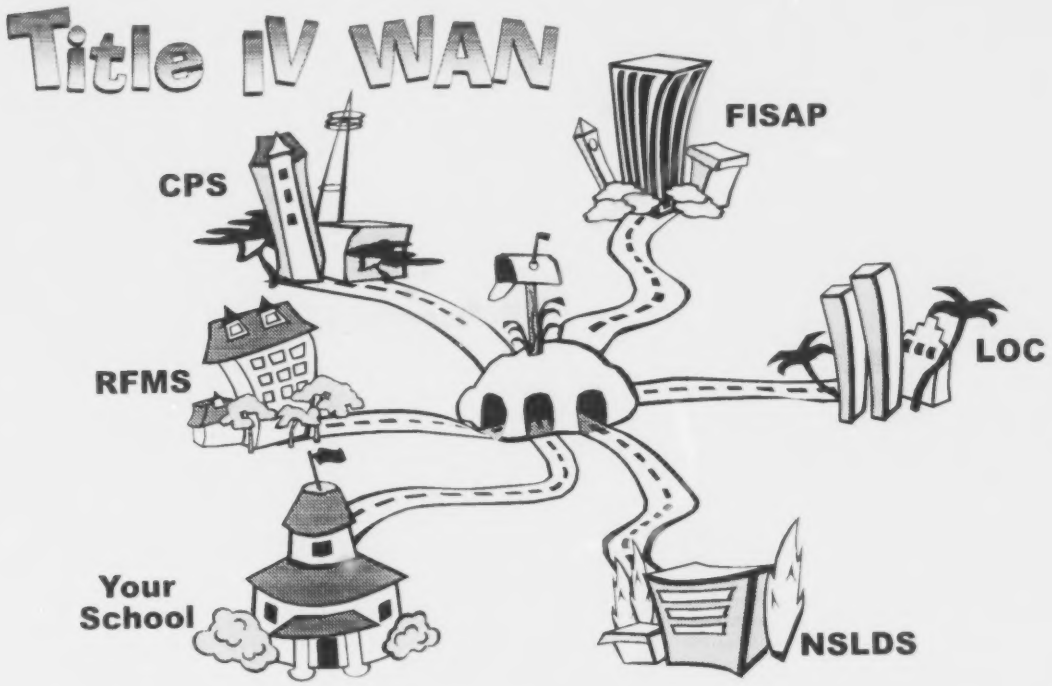
What Is EDE?

Electronic Data Exchange (EDE) allows schools to send and receive Title IV student financial aid application data to and from the U.S. Department of Education's (ED's) data processors. Originally, EDE included only an exchange of data with the Central Processing System (CPS) for electronic applications and electronic Student Aid Reports (SARs). EDE has since expanded to encompass all types of data schools send to ED, such as Direct Loan, Pell Payment, and NSLDS.



How Is Data Exchanged?

Participants in EDE use an ED-contracted network service provider to exchange data with ED data processing service providers. The current network is called the Title IV Wide Area Network (WAN). The Title IV WAN is a store-and-forward communication network that carries data to and from the Title IV databases.

EDE participants transmit data as needed to the Title IV WAN, where it is stored in a network mailbox. Each of the data processing providers (CPS, NSLDS, etc.) retrieve data from the network mailboxes daily. Once the records are processed, they are placed back in the mailbox for you to retrieve.

The 7-Step EDE Process

The Electronic Data Exchange process has seven steps.

1. Entering Data

Creating and saving any type of record using the EDExpress software or your own data entry software.

2. Exporting Data

Creating a batch of export records using either EDExpress or your own software.

3. Transmitting Data

Using EDconnect (transmission software) to dial the network and send the data to a network mailbox.

4. Retrieving/Processing/Returning Data

Retrieving data posted to a network mailbox. The data is processed by the appropriate agency (CPS in the figure shown on the opposite page) and the processed information is returned to your network mailbox.

5. Receiving Data

Using EDconnect (transmission software) to send an electronic request to the network to receive processed data.

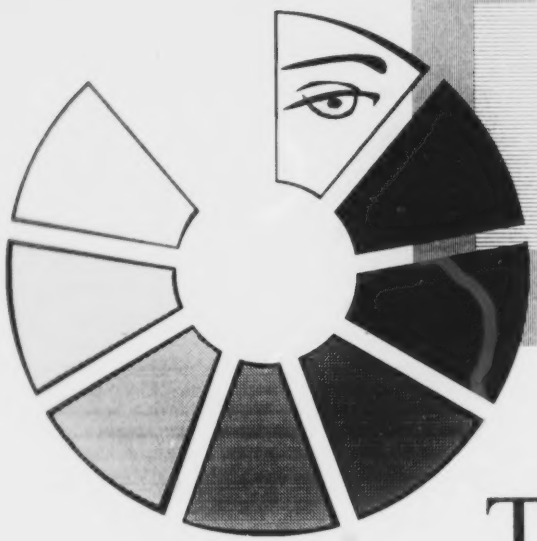
6. Importing Data

Importing records stored in batches on your PC into EDExpress or your own software package.

7. Managing Data

Using EDExpress or your software to review, print, and manipulate the records you have retrieved from the network.

Chapter 1



Overview

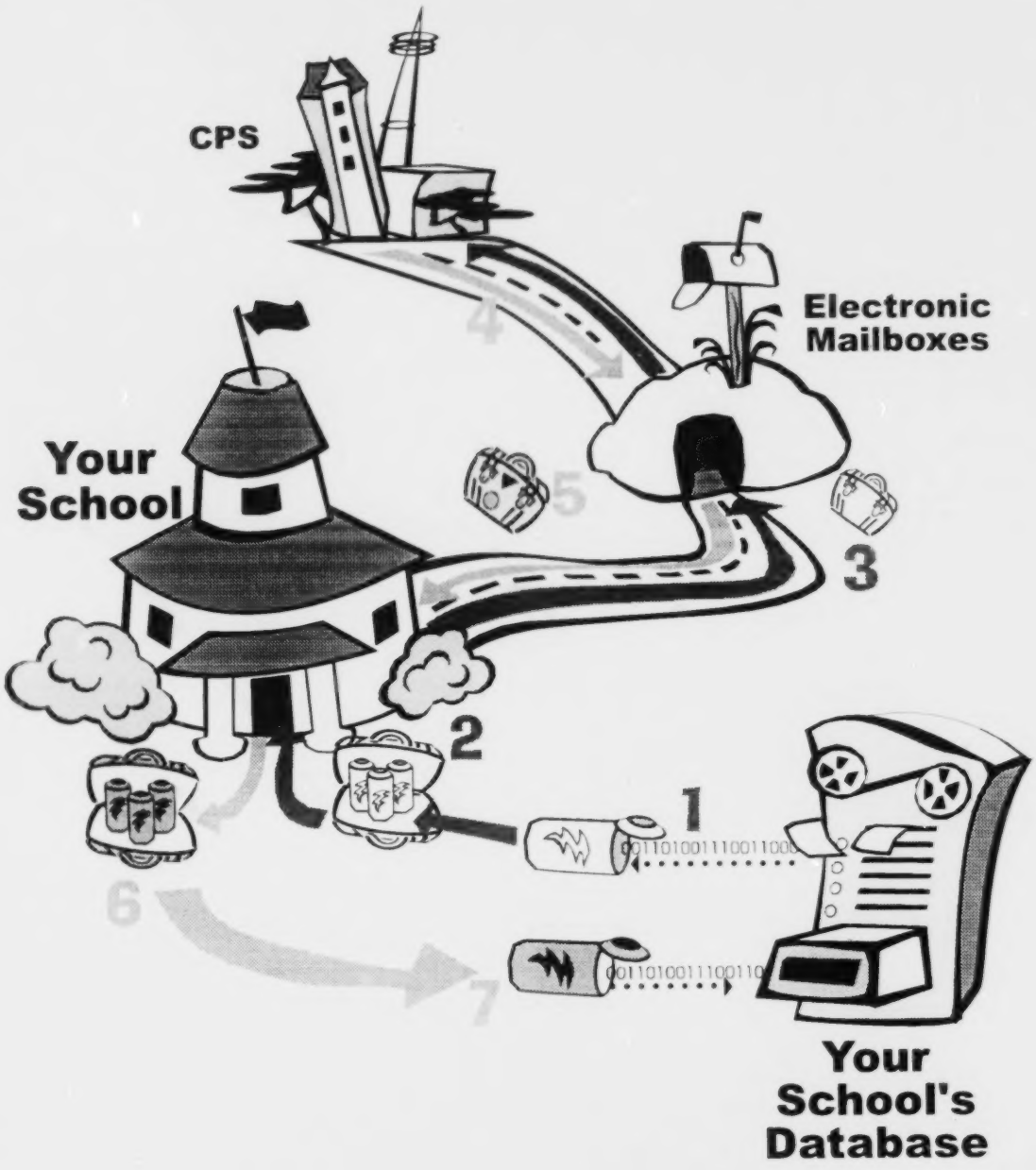
This overview discusses the basic concepts of Electronic Data Exchange and presents issues that schools should consider before beginning or changing electronic processing.

1 Overview

Objectives

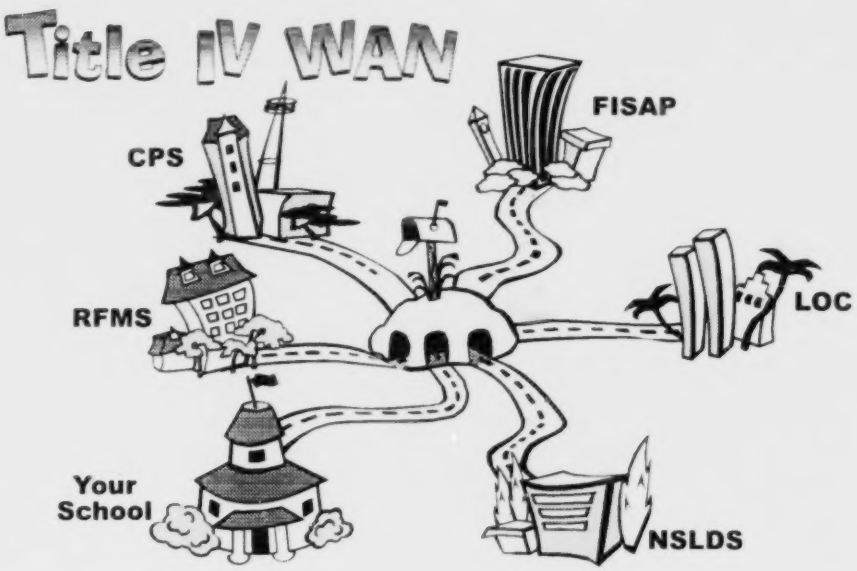
1. Define terms and contracts for processing financial aid applications using Electronic Data Exchange (EDE).
2. Define the seven-step process for sending and receiving data using EDE.
3. Describe good practices for setting up and implementing EDE at your institution.
   - Implementation
   - Schedule

The 7-Step EDE Process



Who Receives and Processes the Data?

As an EDE participant, you will be able to exchange data with many Title IV systems, such as the Central Processing System (CPS), the Recipient Financial Management System (RFMS), the Loan Origination Center (LOC), campus-based Title IV programs for FISAP, and the National Student Loan Data System (NSLDS).



These are some of the major databases that participate in the Title IV WAN.

The Central Processing System

The Central Processing System processes both paper and electronic student applications. CPS calculates a student's expected family contribution (EFC) and sends a processed Institutional Student Information Record (ISIR) to the school. Using EDE with the Title IV WAN enables institutions to:

- Submit initial federal student application data electronically and receive results electronically in the form of an ISIR.
- Submit renewal application data electronically and receive results as ISIRs.
- Receive ISIRs for students who submitted a Free Application for Federal Student Aid (FAFSA) using FAFSA Express, FAFSA on the Web (see Chapter 2), or a paper FAFSA and indicated the institution as one of their six choices.
- Submit corrections to federal application data electronically and receive results as ISIRs.
- Submit a request for duplicate ISIRs.

The Recipient Financial Management System (RFMS)

The Recipient Financial Management System (RFMS) is an electronic financial management and document processing system for Federal Pell Grants.

Using the Windows software and EDconnect you can perform the following functions:

- Enter Pell Grant origination and disbursement records
- Generate batches of data for submission to the Federal Pell Grant Program
- Receive processed results
- Print Electronic Statements of Account (ESOAs)
- Transmit and receive Federal Pell Grant data electronically

Loan Origination Center (LOC)

Participating schools use the Title IV WAN to communicate electronically with the Department's Direct Loan Origination Center to send various types of data related to a direct loan record, such as loan origination records, changes, disbursements, and promissory notes. For all information sent to the LOC the school receives an acknowledgement file containing the acceptance or rejection of the data.

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is a national database of loan information and selected grant data on aid disbursed under Title IV of the Higher Education Act of 1965. Data in NSLDS is provided by schools, guaranty agencies, and other Department of Education Title IV systems.

Schools participating in any Title IV program must provide all overpayment information to NSLDS. Schools will also need to provide Student Status Confirmation Report (SSCR) responses to NSLDS for enrollment status information about loan recipients.

Campus-Based Title IV Programs for Fiscal Operations Report and Application (FISAP)

The annual Fiscal Operations Report and Application (FISAP) is the annual report schools file to report on their use of campus-based program funds for the most recently completed award year and to apply for new funds for an upcoming award year. The FISAP must be submitted electronically over the Title IV WAN.

Participation in the Title IV WAN

By enrolling in the Title IV WAN, your school becomes a destination point on the network that can exchange information electronically with ED's Student Financial Aid Services.

You first must determine which services are needed by your school or organization and enroll appropriate individuals as *destination point administrators* (DPAs) for the specific services that you want them to access. When you enroll a new DPA, a destination point will be established with an assigned "TG" number that identifies the DPA's destination point on the Title IV WAN.

Title IV WAN Enrollment Procedure

Participants in the Title IV WAN must complete an enrollment document. This enrollment document can be used for multiple purposes.

- To enroll new participants on the Title IV WAN such as a newly eligible school or a third-party servicer or lender that has never used the Title IV WAN for any reason.
- To change or to add information about an existing destination point administrator (DPA) or destination point (DP).
- To add destination points for an already enrolled organization.

The enrollment document also includes additionanl useful information such as a brief description of services delivered via the Title IV WAN and a glossary of technical terms.

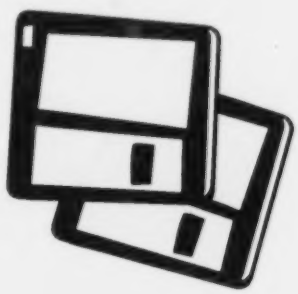
More information on the Title IV WAN enrollment procedures can be found on the Department of Education's Information for Financial Aid Professional (IFAP) web site at http://ifap.ed.gov (see Action Letter #4, GEN-98-24).

What You Get

When your Title IV WAN enrollment form has been approved and processed, you will receive the software and documentation needed to connect with the Title IV WAN and your assigned TG and customer numbers. In a second mailing you will receive a copy of your completed enrollment document signed by an ED representative. When your institution is enrolled, you can review the Title IV WAN enrollments for your institution by using the Title IV WAN On-line Query Function. The On-line Query Function can be found by dialing through the 3270 Emulator and accessing WAN QUERY. Please see on-line help in EDconnect for more information.

Software

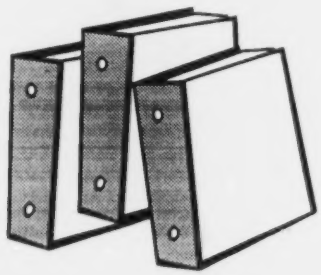
- **EDExpress for Windows**—EDExpress is an integrated software package provided free of charge by ED. It allows participants in the EDE programs to enter, report, and manage all Title IV student financial aid applications. It also includes functions for Packaging aid and managing Pell Grant and Direct Loans.
- **SSCR-32 for Windows**—SSCR-32 is designed to assist you in processing Student Status Confirmation Reports (SSCRs).
- **EDconnect**—Formats data for network transmission and uses the Title IV WAN to send and receive your federal student aid data to and from the various Title IV entities. A 3270 Emulator is included with EDconnect that provides access to On-Line Query for all Title IV application systems.
- **FISAP for Windows**—The FISAP software package is designed for institutions that want to apply to participate in the three campus-based programs: Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work Study (FWS). The FISAP software also contains the Fiscal Operations Report for program participation that institutions use to report their campus-based expenditures.
- **Quality Assurance Program for Windows**—The Quality Assurance Program for Windows software is designed to help institutions with the Annual Measurement task of the Quality Assurance Program.



Documentation

Depending on the terms of your Participation Agreement, you will receive a combination of the following documents:

- **Online Help**—Help documentation for EDExpress for Windows is provided online.
- **EDE Technical Reference**—The EDE Technical Reference provides programmer specifications and record layouts for schools or other organizations that need to design software systems to interface with EDE for Application Processing and Packaging data. Print specifications are also included for Renewal Applications and ISIRs.
- **Electronic Pell Payment Technical Reference**—This reference provides programmer specifications and record layouts for schools or other organizations that need to design software systems to interface with EDE for Pell Payment data.
- **Direct Loan Technical Reference**—The Direct Loan Technical Reference provides programmer specifications and record layouts for schools or other organizations that need to design software systems to interface with EDE for Direct Loan data. Included are record layouts for all record exports to the Loan Origination Center and for acknowledgement records received from the Loan Origination Center. Also included are print specifications for Direct Loan promissory notes.
- **Packaging Technical Reference**—The Packaging Technical Reference provides programmer specifications and record layouts for schools or other organizations that need to design software systems to interface with EDE for packaging data.
- **SSCR Technical Reference**—The SSCR Technical Reference provides programmer specifications and record layouts for schools and other organizations that need to design software systems to interface with EDE for SSCR data.
- **Desk References**—Convenient desk references provided for Application Processing, Packaging, Direct Loan, SSCR, Pell Payment, and QAP allow you to quickly look up key functions, valid entry codes, and hotline telephone numbers.
- **Electronic Access Guide**—The Electronic Access Guide is a reference provided to institutions preparing to integrate the U.S. Department of Education's electronic processing network of student aid application data with their financial aid operations.



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A Plan for Getting Started with EDE

As a participant in EDE, you must consider many implementation issues. Questions you will need to ask yourself include:

- Will new procedures affect the roles and responsibilities of your staff?
- Will you need to obtain approval to participate from institutional management?
- Do you have the equipment and technical support needed to process data electronically?

One ongoing consideration with EDE is how you have your computer system configured.

- Do you have a stand-alone PC or local area network (LAN)?
- Do you have a combination of PCs and mainframe?
- Do you have mainframes in combination with other client/server configurations?

The best part of using EDE is the flexibility you have in setting up your configuration and selecting the processes that work best with your institution's existing computer system.

What follows are some of the major considerations in evaluating the migration of your processing operation to one that uses EDE.

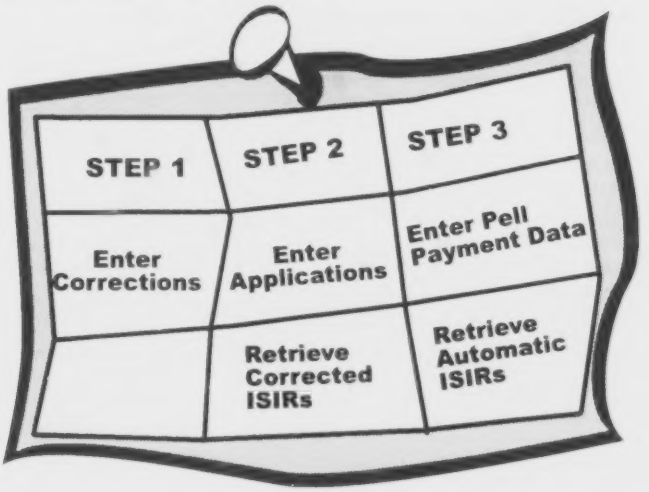
1. Evaluate Your Current Practices

When implementing EDE you must consider several factors.

- How will the flow of data change through the office? You will need to create a data flow diagram for the movement of application information through your system.
- What functions do staff members currently perform? How will their jobs change with EDE? Add their functions to your diagram.
- Do you currently use software for any processing? Can you use the software to perform any of the functions of EDE?
- With new procedures, do you need to notify other offices of what you will be doing?
- As you make changes, how will staff and equipment be adapted to fit the new model of operation?

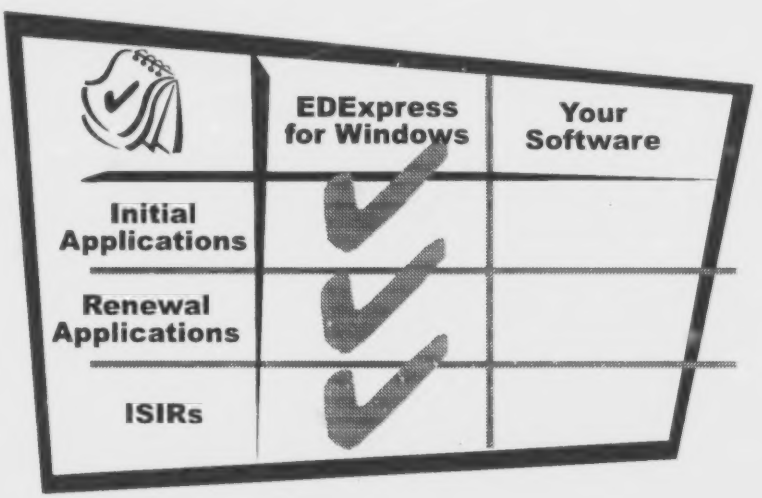
2. Create A Processing Schedule

Create a processing schedule to track all of your daily EDE activities.



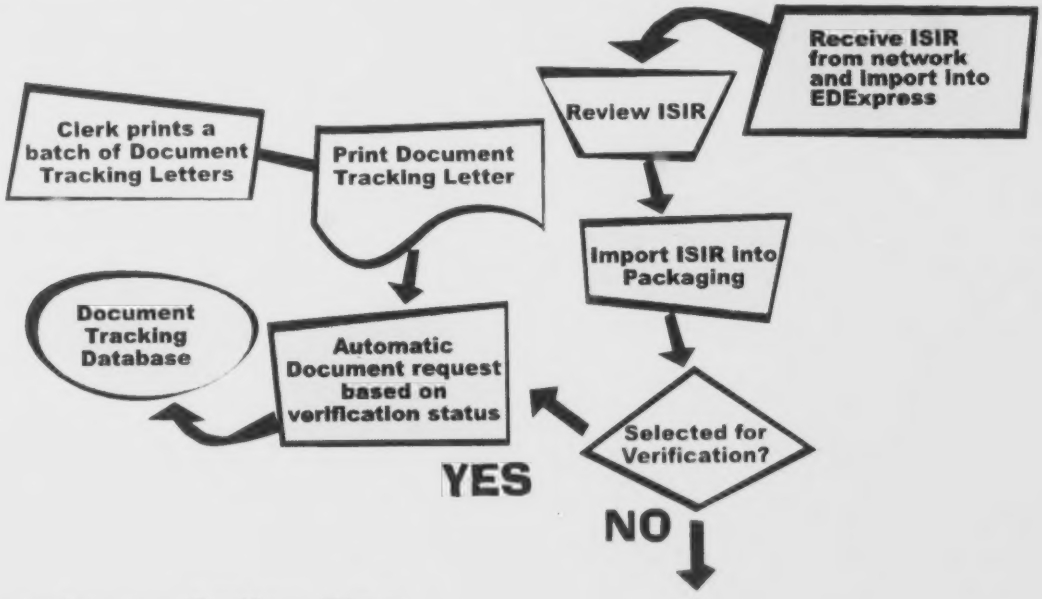
3. Compare Software

If you are considering purchasing or currently have software, compare it to the functions you need. EDExpress for Windows provides all necessary software functions for EDE participation and can provide a good benchmark for the tools you need.



4. Establish Desired New Procedures

Write down the process flow to include all of the functions performed in your office. This may become part of your general procedures manual.


Receive ISIR from network and import into EDExpress
Review ISIR
Clerk prints a batch of Document Tracking Letters
Print Document Tracking Letter
Import ISIR into Packaging
Document Tracking Database
Automatic Document request based on verification status
Selected for Verification?
YES
NO

5. Develop an Action Plan

When you implement EDE, consider the following:

- How will you train yourself and your staff to use EDE?
- If you don't have the expertise in your office or on your campus to install and maintain the necessary software to use EDE, you probably need to get assistance. Maintaining software and hardware can be a full-time job and you will need someone to handle it.

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Help is Available

Title IV WAN Customer Service

For information related to the Title IV WAN and technical issues, call the Network Operations Center at 800/615-1189. Representatives are available Monday through Friday from 7 a.m. to 10 p.m. Central Time. They can assist you with many questions and problems including:

- Login Parameters
- Resetting network passwords
- Connectivity testing
- Title IV WAN batch status
- Retransmission of batches
- Network problems
- Title IV WAN program questions
- Enrollment information
- EDconnect passwords
- Billing
- Distribution

Note

Title IV WAN handles distribution of all materials (i.e., Desk References, Packaging Technical Reference, etc.)

CPS Customer Service

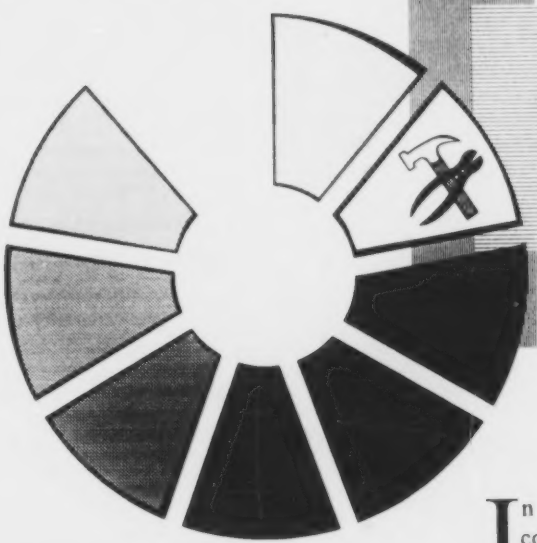
For information related to the EDExpress software package or the CPS in general, call the CPS Customer Service at 800/330-5947. Representatives are available Monday through Friday between 7:00 a.m. and 7:00 p.m. Central Time. They can assist you with many questions and problems including:

- Rejected records
- Batch status
- Packaging questions
- SSCR
- Direct Loans
- Pell Payment for Windows
- History corrections
- ISIR processing
- Billing
- Quality Assurance Program (QAP) — Install

For FAFSA on the Web/Renewal FAFSA on the Web questions, call 800/801-0576.

Now that you're using EDE at your school, the focus of the subsequent chapters in this training guide is on the setup and functions of EDExpress for Windows.

Chapter 2



EDExpress Setup

In this chapter you will learn about the features which establish codes and default operating parameters for global EDExpress functions. In addition this chapter covers general navigation and Windows system issues.

2 EDExpress Setup

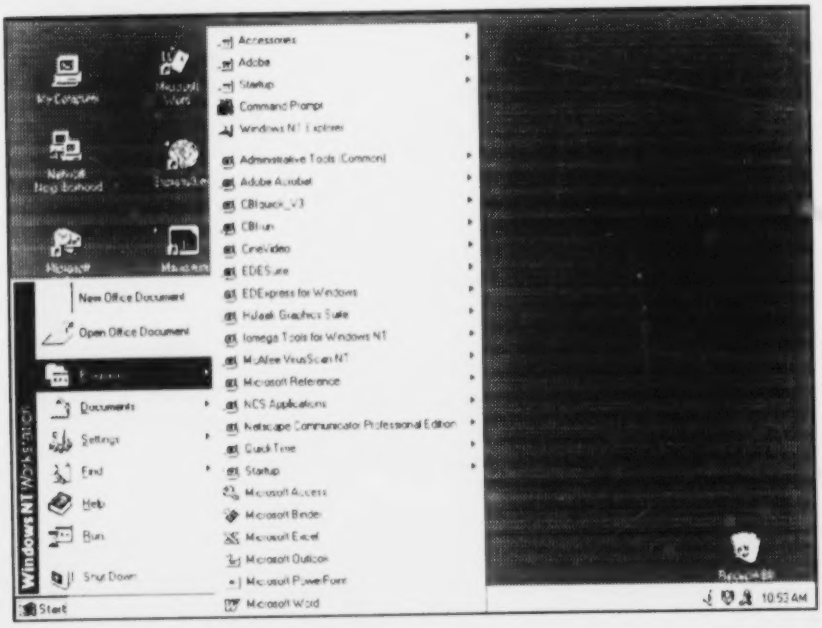
Objectives

1. Locate functions and learn how to navigate in the student record system.
2. Find Help for a topic.
3. Set up security, including user groups and user IDs.
4. Establish App Express system parameters including the institution code.

Starting EDExpress for Windows

When you install EDExpress for Windows, a suite of products is created with icons for the main software, Query Help, Uninstall, Windows Help, and a new product called Getting Started. In Windows 95, Windows NT, and Windows 98, you can open the software from a program folder or shortcut. In this section you will learn how to open EDExpress and navigate through the menu structure.

Opening EDExpress



To open the software, click ***Start/Programs.***

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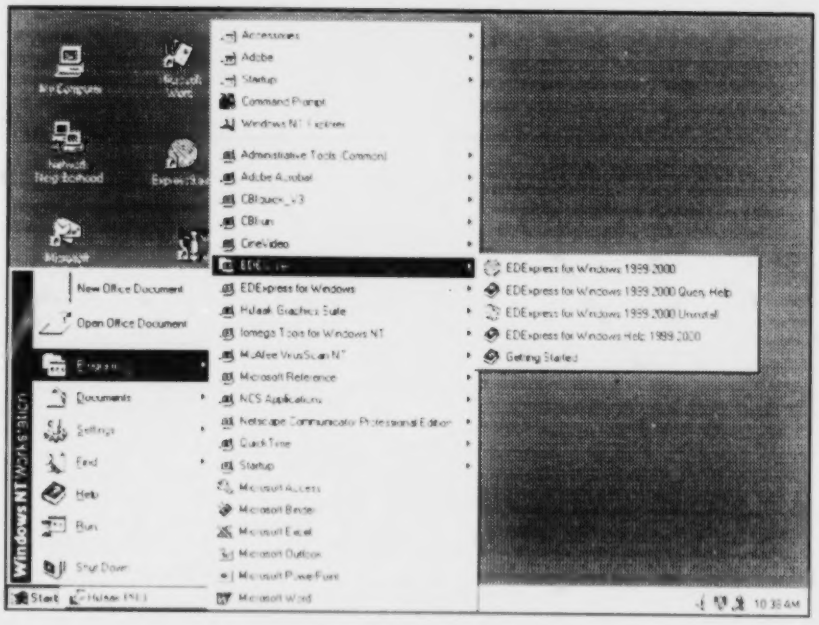
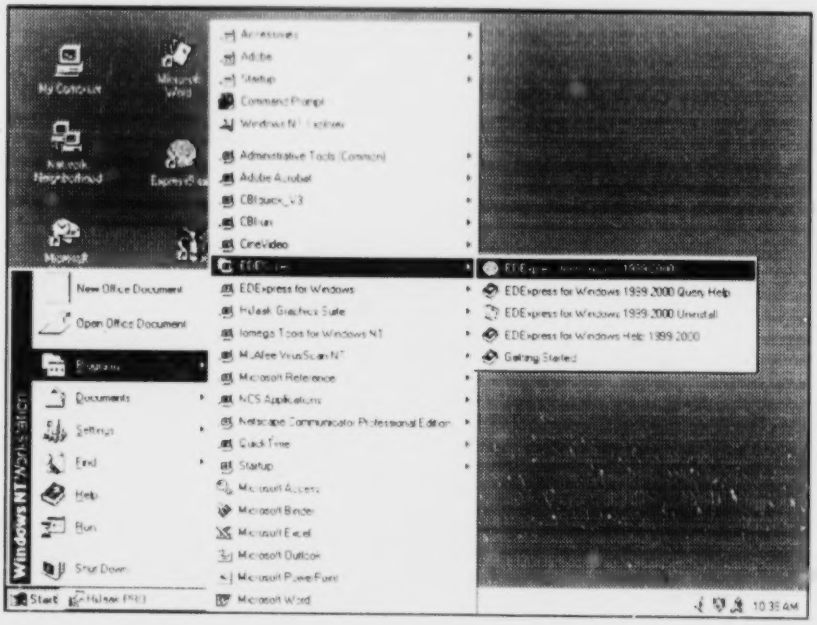
2 EDExpress Setup

*Select **EDE Suite***



*Select **EDExpress for Windows 1999-2000** from the list of available applications*



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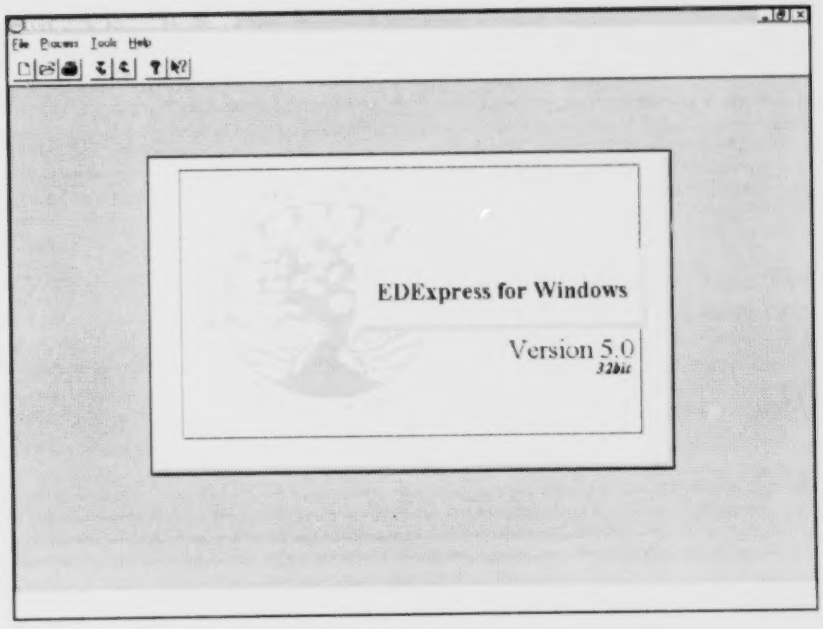

File Process Tools Help
EDExpress for Windows
Version 5.0
32bit

Login Procedure

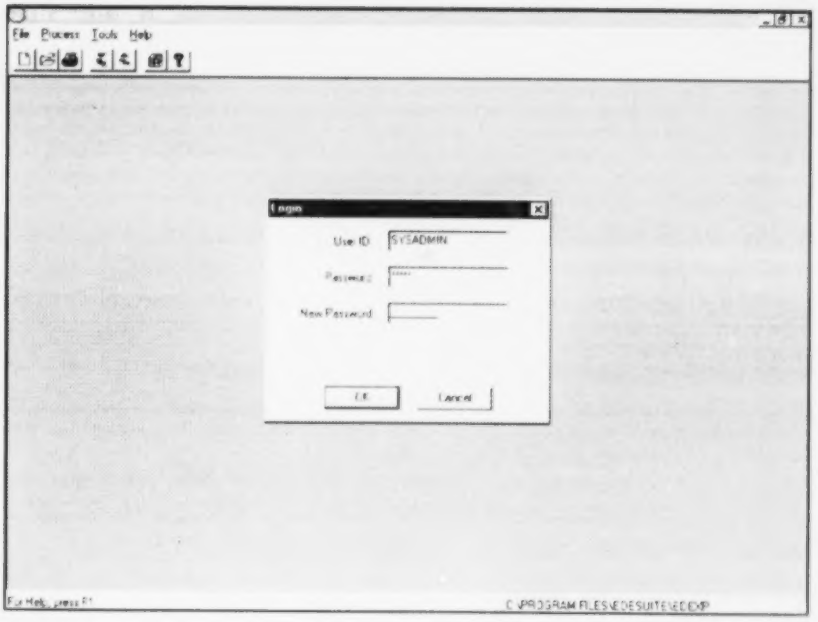
To log in:

When you enter EDExpress for the first time, the default user ID and password is SYSADMIN. EDExpress then prompts you to change the default by creating a new password. Within Setup, you can then establish additional passwords for your staff.

*Type **SYSADMIN** in the User ID field.*

*Type **SYSADMIN** in the password field.*

*Click **OK** to begin.*



Tip

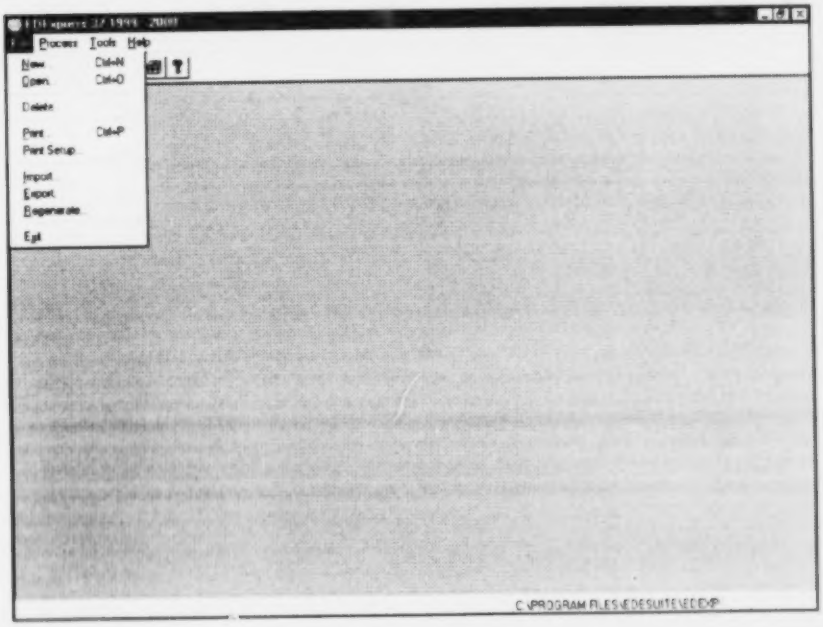
The first time you log in, EDExpress will prompt you to change the password. The User ID will remain SYSADMIN. If necessary, the initial SYSADMIN password can be reset via a custom installation of the software.

Note

A password is a string of one to eight characters that you enter with your User ID when you log in to EDExpress. Your password is intended to keep unauthorized users from logging in under your User ID. Always keep your password confidential.

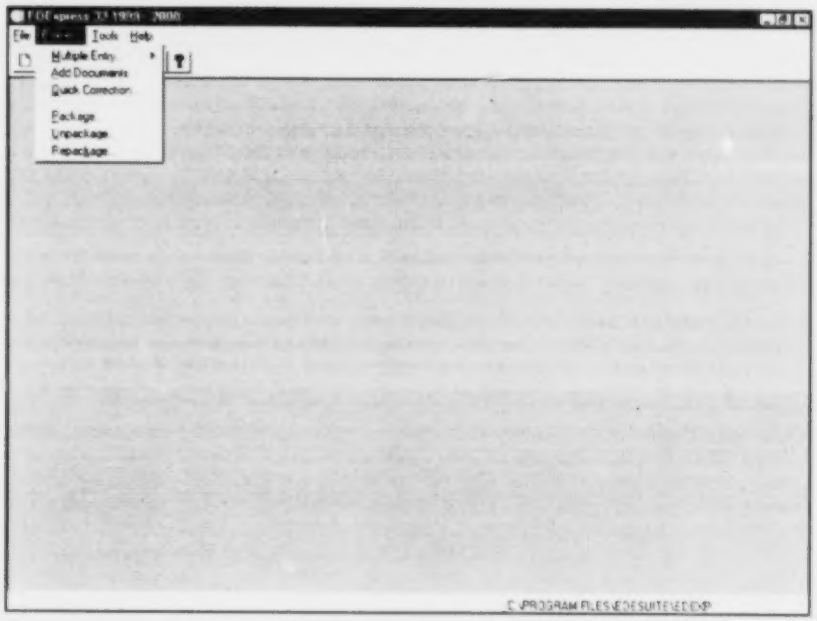
Navigation - Global

EDExpress for Windows was developed using a standard Windows menu structure. If you use other Windows software packages, many of the menu options will be familiar to you. (Note: All illustrations in this guide show Windows NT.) EDExpress uses a dynamic menu structure. This means the menu options will change according to where you are in the software. The main menu structure that appears when you open EDExpress shows all functions available when there are no student records open. This is referred to as the global level. Another menu structure will display additional options when the student records are open. This is referred to as the record level.

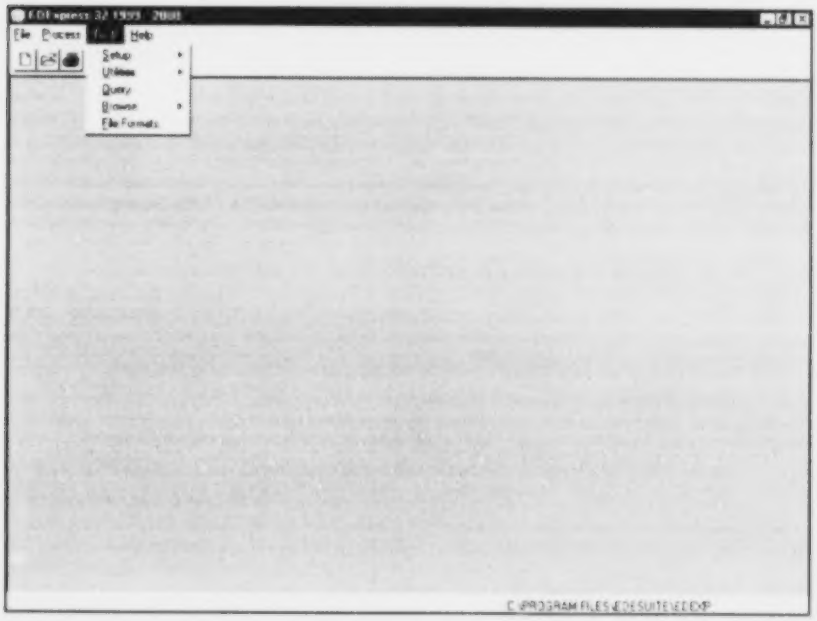


The File pull-down menu includes many of the operations involved in creating and accessing records, including import, export, and print. The Print function uses the Windows printer drivers.

The Process pull-down menu includes options that are specific to Global functions, such as Add Documents and Quick Correction.

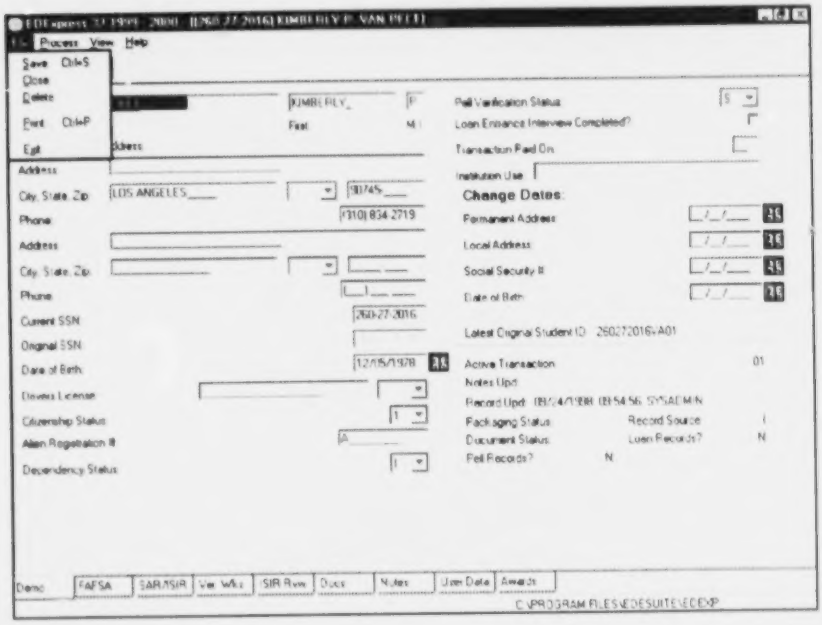


The Tools menu consists of options that are used to set up, define software functions, and view data.



Navigation - Student Record

In order to see the menu bar options on the record level, you must open a student record (see "Creating a New Application" in Chapter 4). The menu bar options here are specific to student records and are different from those at the global level.



The File pull-down menu includes operations involved in updating and manipulating records, including Save, Delete, and Print.

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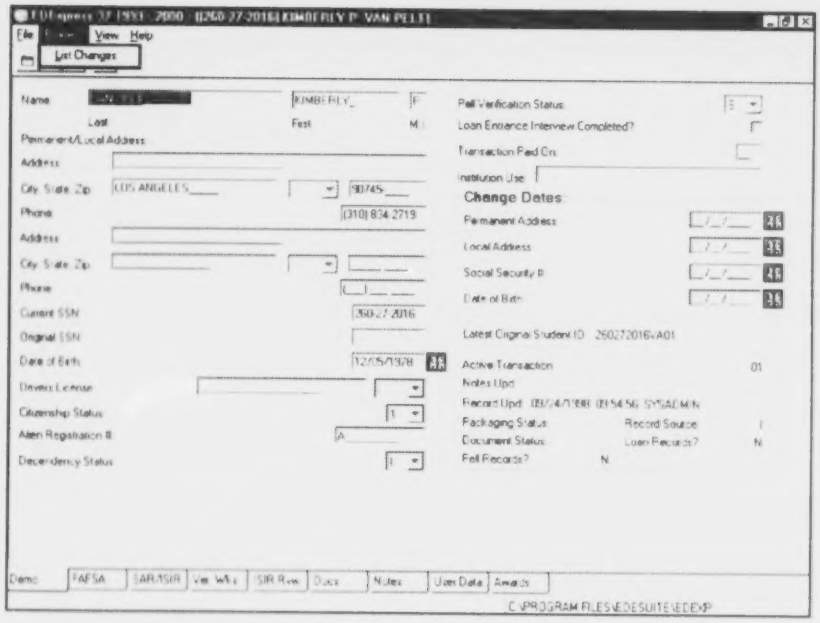
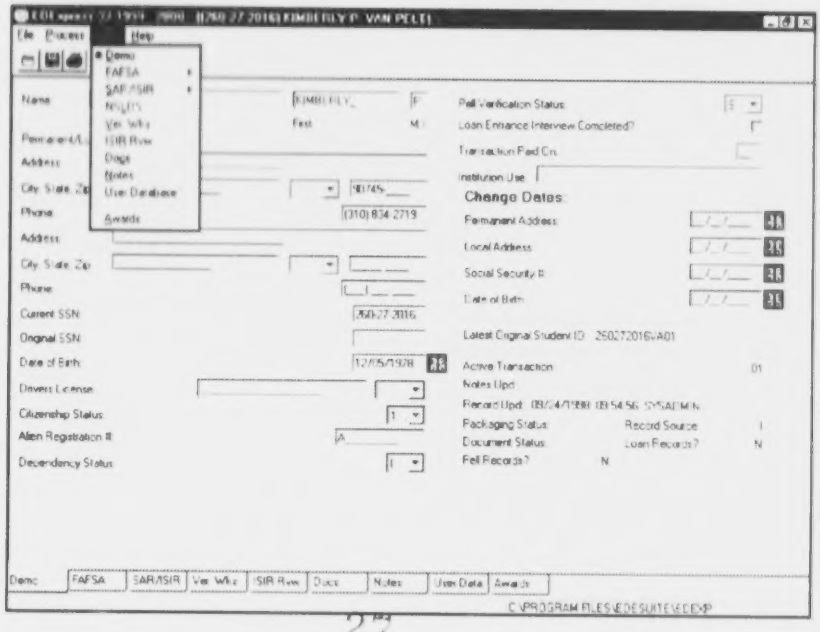
The Process menu option List Changes shows the correction fields you have made to a record



The View pull-down menu includes a list of the tabs that can also be accessed at the bottom of the screen



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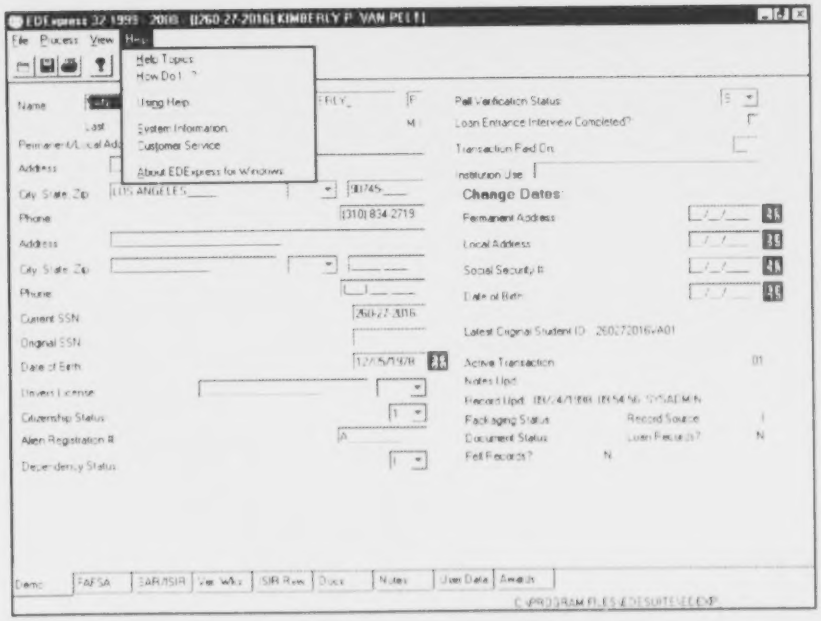

The Help pull-down menu at the record level is similar to that of the global level.

The Help menu has options for viewing online Help, seeing information about your PC, and for viewing software information.

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Ellipsis Button

For data fields that have a selection of values that are predefined and stored in a table, clicking on an ellipsis button will display a dialog box listing the values in the table.

Toolbar

The Toolbar provides buttons that you click on to access features that are also accessible via pull-down menus. Just as in the menu navigation, toolbars display only functions according to global anda record levels. This is called dynamic functionality. Different toolbars display depending upon what you are doing.

The toolbar buttons below perform functions that are also available in the File menu, both globally and within a student record.

New Open Close Save

The toolbar buttons below perform functions that are also available in the Record menu within the SAR/ISIR tab.

Add First record Previous record Next record Last record Retrieve

The toolbar buttons below perform functions that are also available in the File menu.

Print Import Export

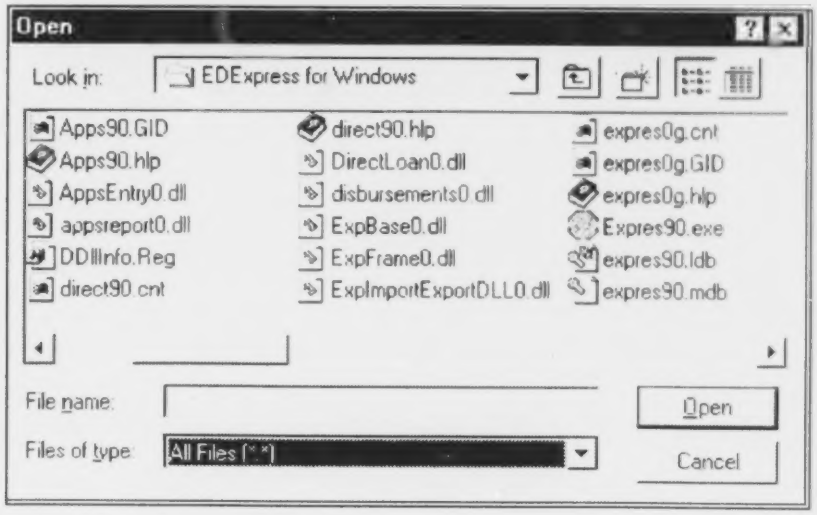
This button performs packaging functions that are also available in the Process menu within the Awards tab.

The 1, 2, and 3 buttons are used to move through pages within a record on both the FAFSA and SAR/ISIR tabs.

The following two buttons access the Help menu. The question mark button opens the About EDExpress for Windows... function. The button with the arrow and question mark is the What's This button. To view Help for a specific item, click the What's This button and then click the item.

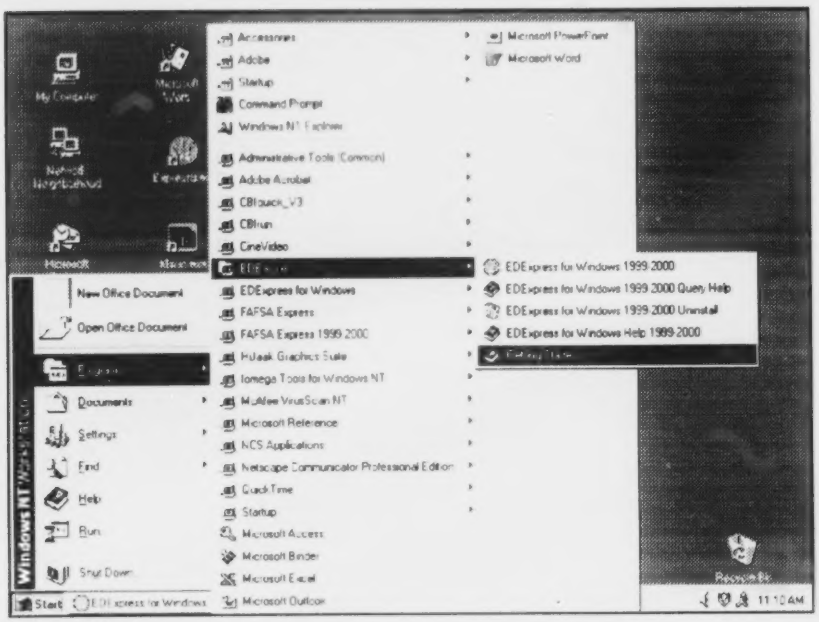
File Dialog Boxes

Often in EDExpress for Windows, you will see File buttons that open dialog boxes. The dialog boxes list all files within a particular folder. To locate a file, click the File button. Use the scroll bars to locate and select a file, then click Open.



Help - Getting Started

If you are a new Electronic Data Exchange (EDE) participant, a Help file is available that describes how to get started with EDExpress. You can locate it through Windows, within the EDExpress suite of products.



*Click the Windows **Start** key at the bottom left of the screen.*

*Select **Programs/EDE Suite/Getting Started***

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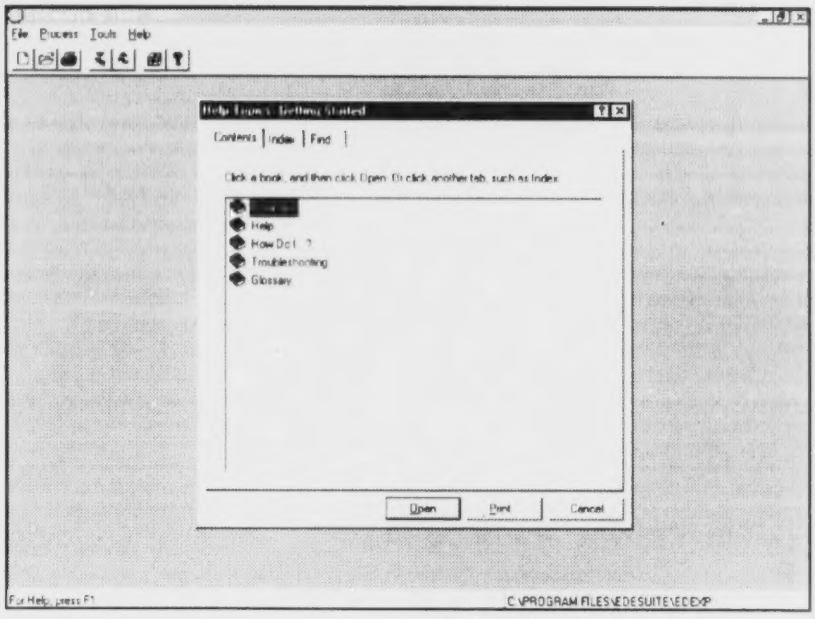
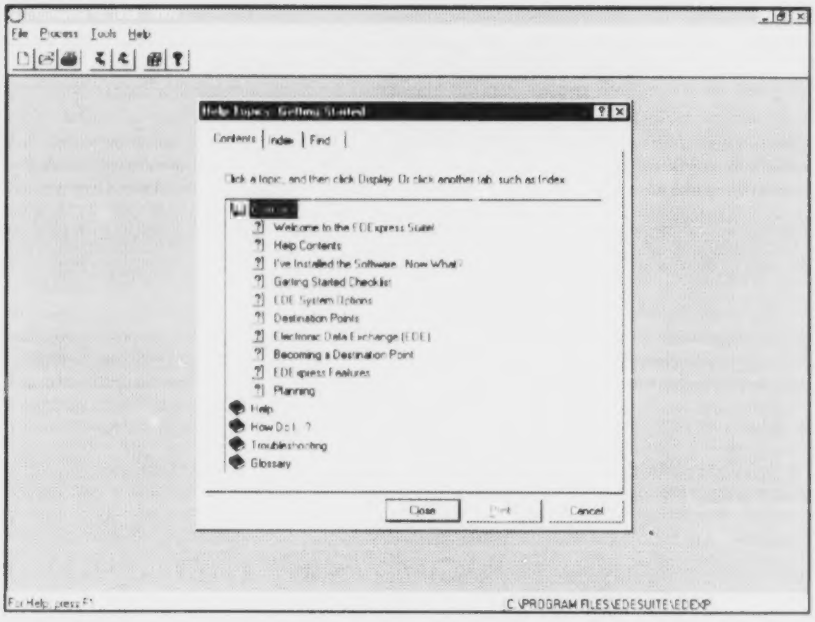
You can select from the list of contents. Overview will be selected by default.

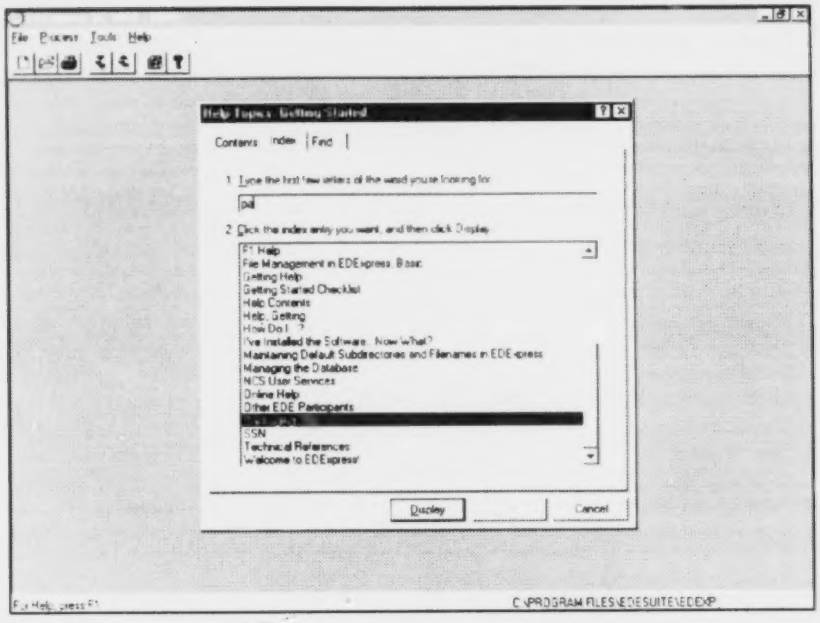
Click ***Open***



A list of topics within the overview section is listed. If you are looking for something specific, it may be easier to find it using the Index tab.

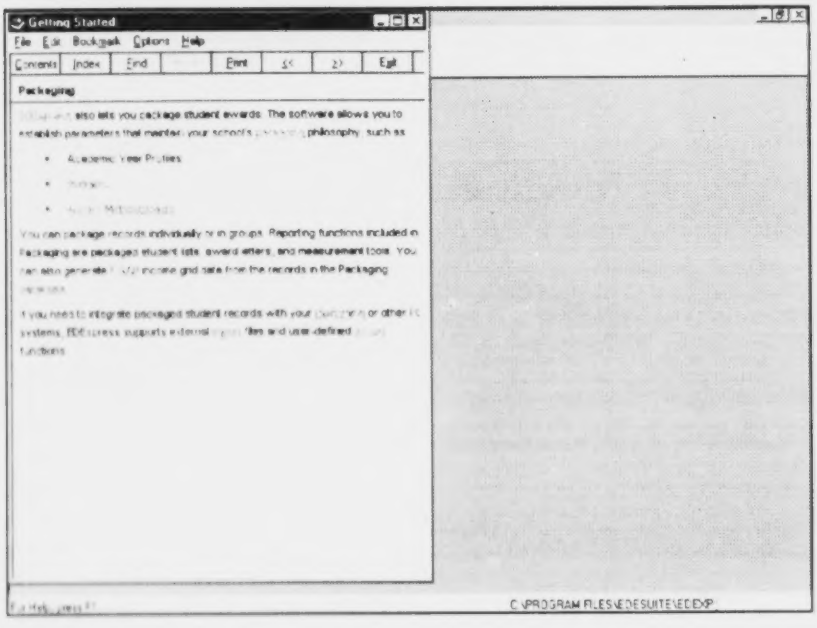
Click the ***Index*** *tab.*





*If you are looking for information on the packaging process, enter the letters **pa** in the search field. The list will be displayed alphabetically based on the letters you type.*

*Click the **Display** button on the bottom of the screen.*



Displayed here is information you need to get started using the electronic packaging process in EDExpress.

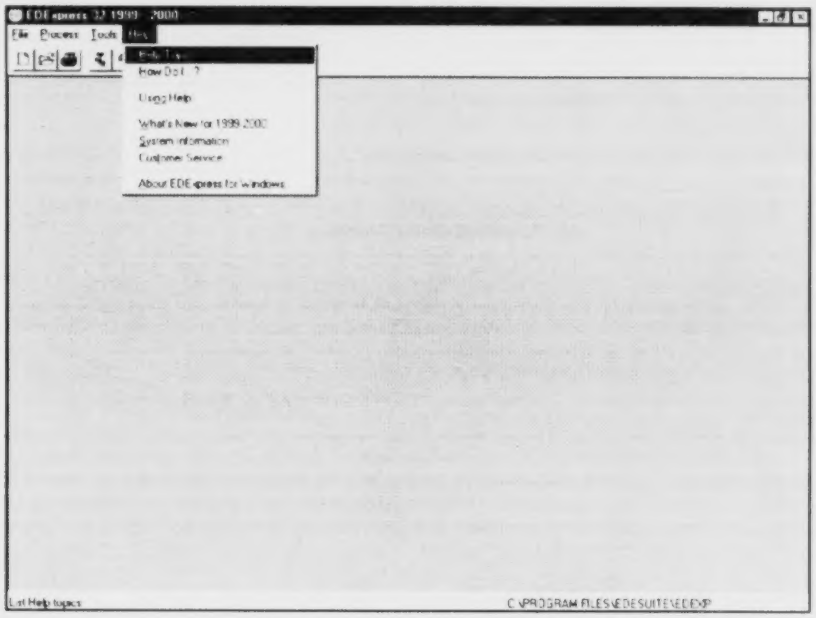
*Click the **Exit** button at the top of the Getting Started window.*

Help - EDExpress

All of the user documentation for EDExpress for Windows is contained in online Help. Help may be found by pressing the **F1** key while a field is highlighted in a record or dialog box. It may also be accessed from the Help pull-down menu.

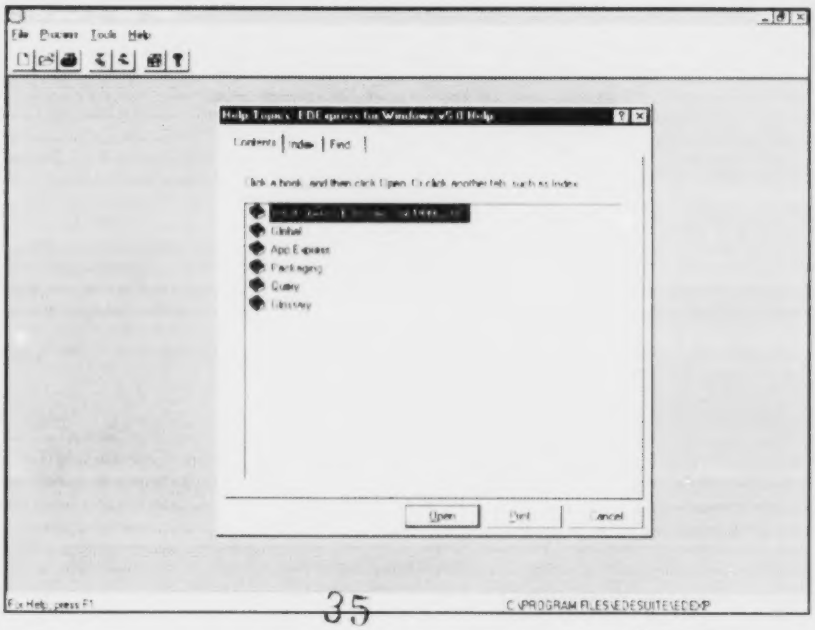
*Select **Help** from the menu bar.*

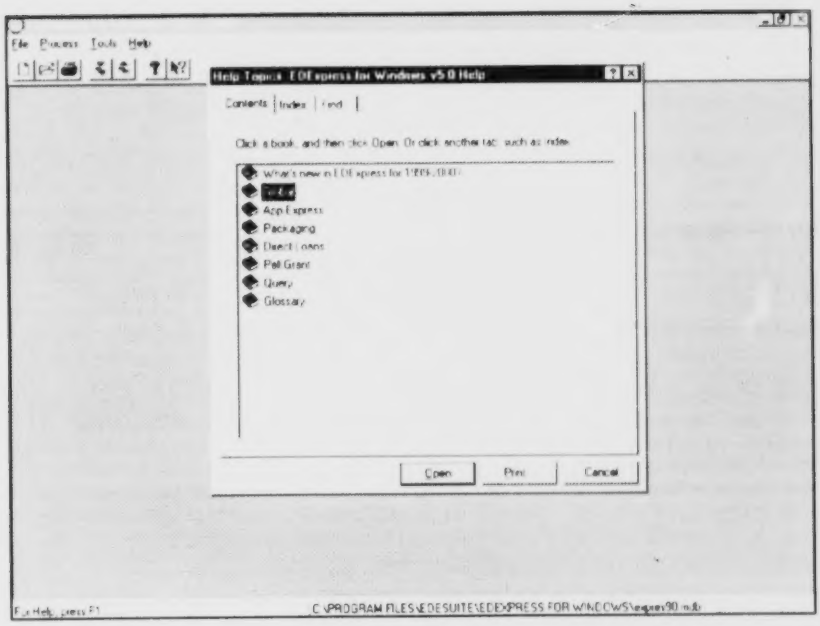
*Select **Help Topics** from the pull-down list.*



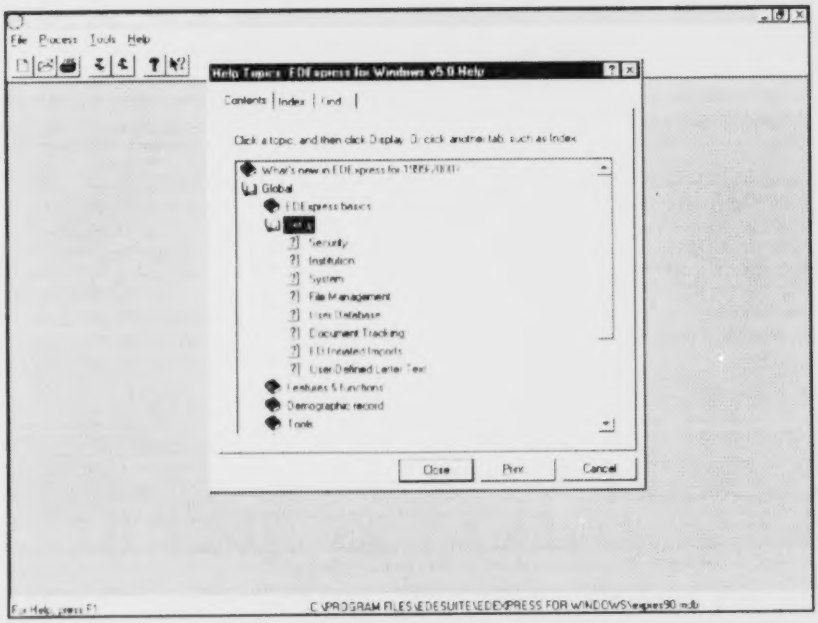
Each topic in the Help Topics list represents a module in EDExpress. If a topic has subtopics, these are listed when you click on the topic.

Definitions are provided for each subtopic. Related topics are displayed below each topic description and are hypertext linked. Terms displayed in green with an underline are glossary terms. Click on them to see a definition.





*Click on the **Global** subtopic*



*Click **Setup***

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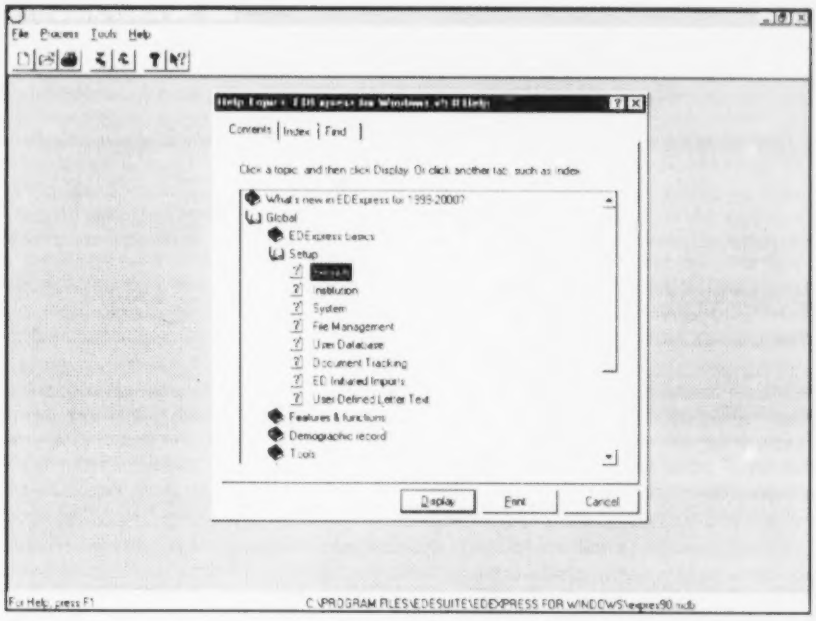
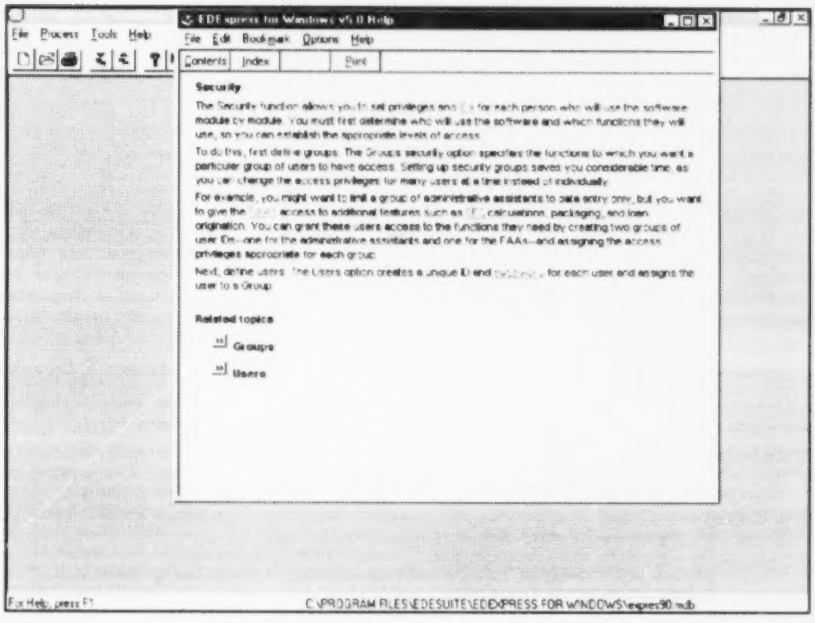
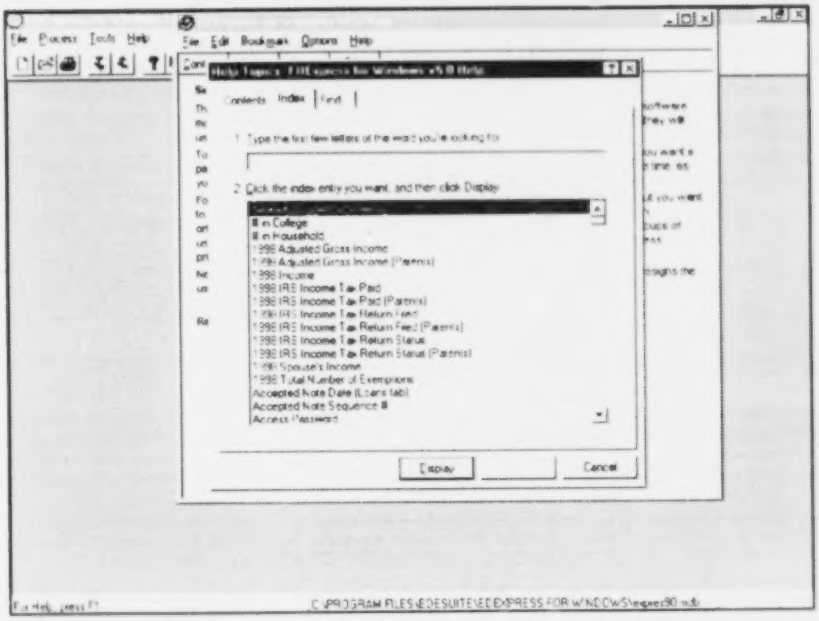
*Click on the **Security** topic under **Setup** to jump to the text that is linked to it.*



View the Security information.

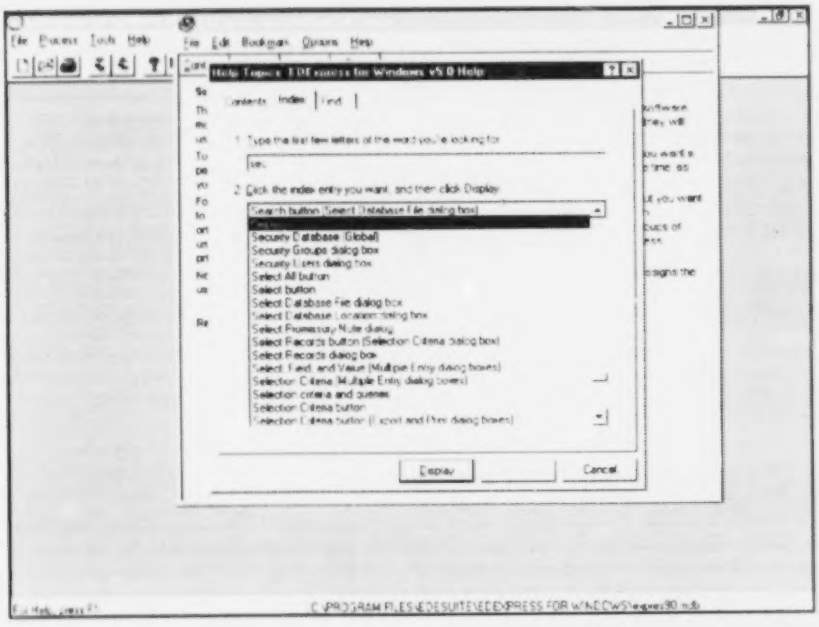

File Process Tools Help
File Edit Bookmark Options Help
Contents Index Print
Security
The Security function allows you to set privileges and PIN for each person who will use the software module by module. You must first determine who will use the software and which functions they will use, so you can establish the appropriate levels of access.
To do this, first define groups. The Groups security option specifies the functions to which you want a particular group of users to have access. Setting up security groups saves you considerable time, as you can change the access privileges for many users at a time instead of individually.
For example, you might want to limit a group of administrative assistants to data entry only, but you want to give the FAAs access to additional features such as EFC, camp/comp, packaging, and loan origination. You can grant these users access to the functions they need by creating two groups of users. Do one for the administrative assistants and one for the FAAs—and assigning the access privileges appropriate for each group.
Next, define users. The Users option creates a unique ID and Password for each user and assigns the user to a Group.
Related topics
Groups
Users
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres90.mdb



Another way to easily locate a topic is to use the Index.

*Click the **Index** button on the Help button bar to jump to the search screen.*

Type the word you want to find. The list will be displayed alphabetically based on the letters you type.



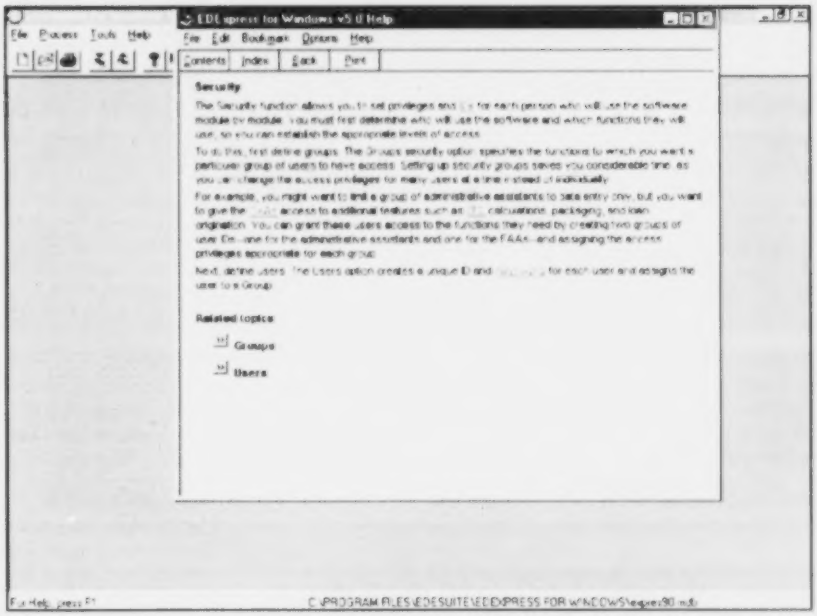
*To view the help text for your topic, you can double click on it directly from the index or you can click on it and then click the **Display** buton.*

*To find information about security issues, enter the letters **sec** in the search field.*

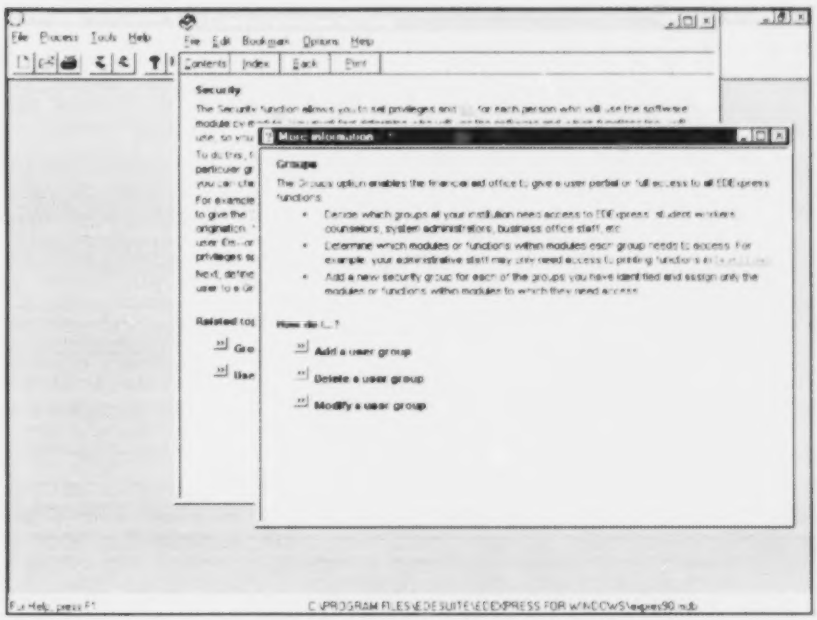
*Click **Display**.*

All information about security is displayed here

*Select **Groups** under Related Topics to jump to the Groups help text*



Often you may need prompting on how to perform an action in EDExpress. How Do I...?s can be accessed from the main menu and are also attached to related topics



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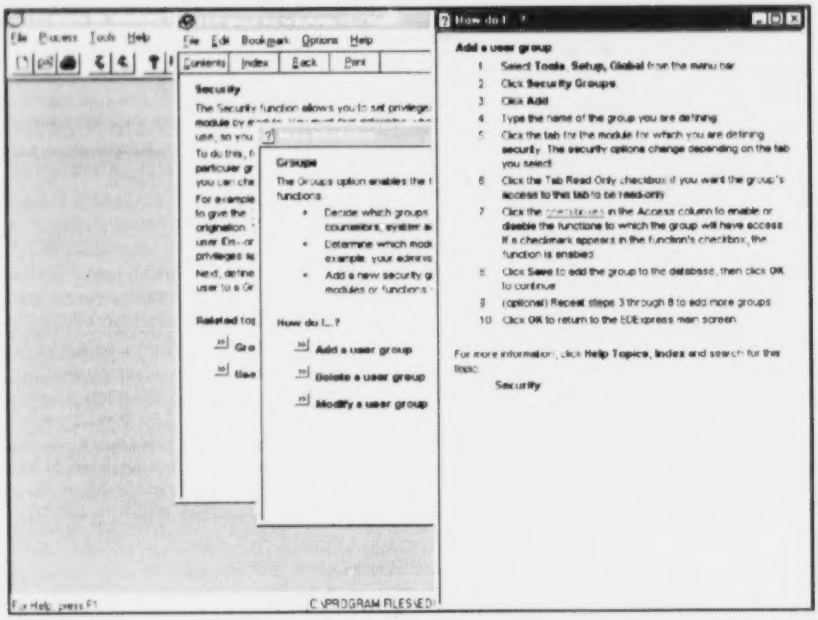
Security
Groups
How do I...?
Add a user group
Delete a user group
Modify a user group
Add a user group
1 Select Tools, Setup, Global from the menu bar.
2 Click Security Groups.
3 Click Add.
4 Type the name of the group you are defining.
5 Click the tab for the module for which you are defining security. The security options change depending on the tab you select.
6 Click the Tab Read Only checkbox if you want the group's access to this tab to be read-only.
7 Click the permissions in the Access column to enable or disable the functions to which the group will have access. If a checkmark appears in the function's checkbox, the function is enabled.
8 Click Save to add the group to the database, then click OK to continue.
9 (optional) Repeat steps 3 through 8 to add more groups.
10 Click OK to return to the EDExpress main screen.
For more information, click Help Topics, Index and search for this topic:
Security

How Do I...?s provide step-by-step instructions for performing EDExpress functions.

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Security

The Security function allows you to set privileges and IDs for each person who will use the software module by module. You must first determine who will use the software and which functions they will use, so you can establish the appropriate levels of access.

To do this, first define groups. The Groups security option specifies the functions to which you want a particular group of users to have access. Setting up security groups saves you considerable time, as you can change the access privileges for many users at a time instead of individually.

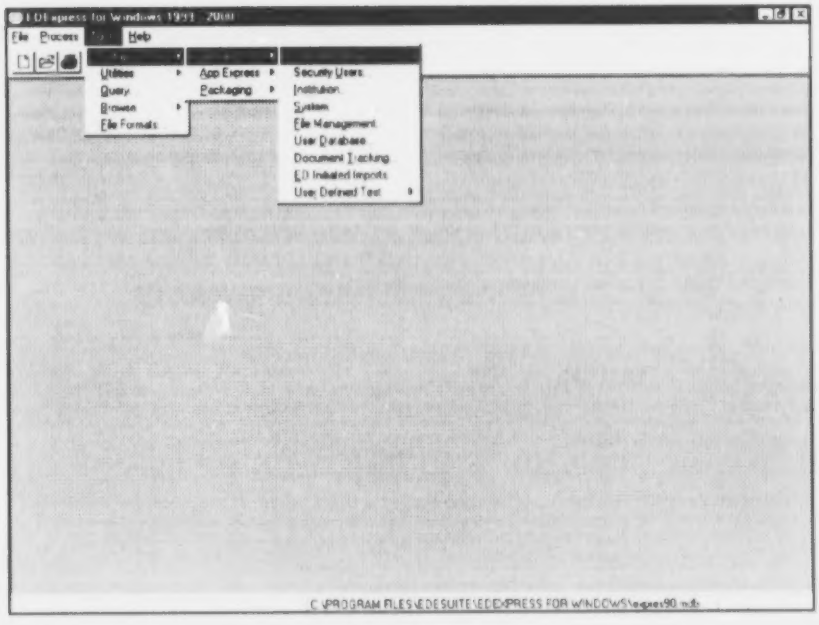
For example, you might want to limit a group of administrative assistants to data entry only, but you want to give the Financial Aid Administrators access to additional features such as EFC calculations, packaging, and loan origination. You can grant these users access to the functions they need by creating two groups of user IDs—one for the administrative assistants and one for the FAAs—and assigning the access privileges appropriate for each group.

Next, define users. The Users option creates a unique ID and password for each user and assigns the user to a Group.

User Groups

The Security Setup is designed to provide you with flexibility in determining which software functions the users can access. The Groups option enables the financial aid office to give each user partial or full access to all EDExpress functions.

- Decide which groups at your institution need access to EDExpress: student workers, counselors, system administrators, business office staff, etc.
- Determine which functions each group needs to access. For example: student workers may need to update only Demo and FAFSA data and you want to prevent student workers access to the packaging functions of the software.
- Add a new security group for each of the groups you have identified and assign only the functions to which they need access.



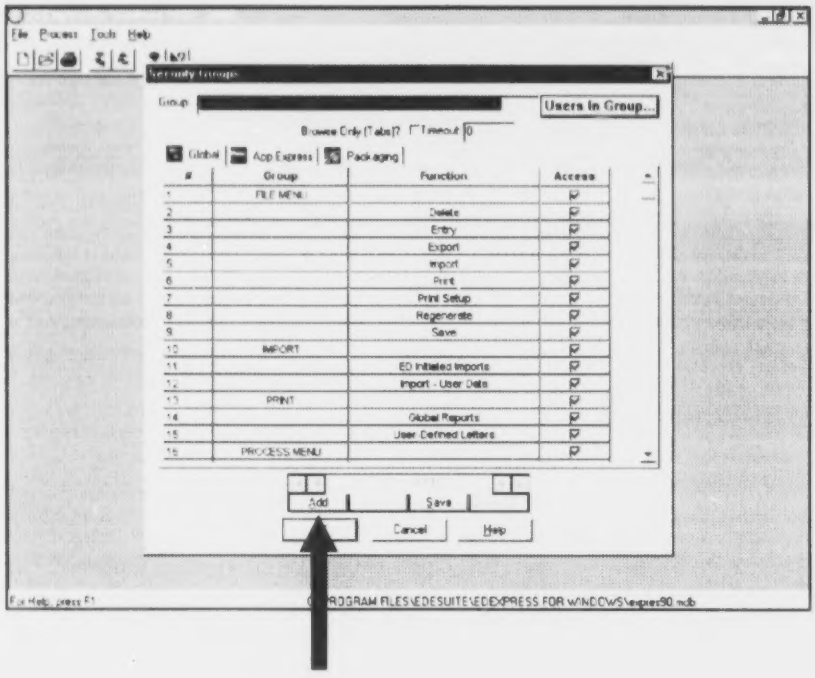
*To add a new user group, select **Tools/Setup/ Global/Security Groups** from the menu bar.*

2 EDExpress Setup

This screen lists all functions under the Global, App Express, and Packaging modules.

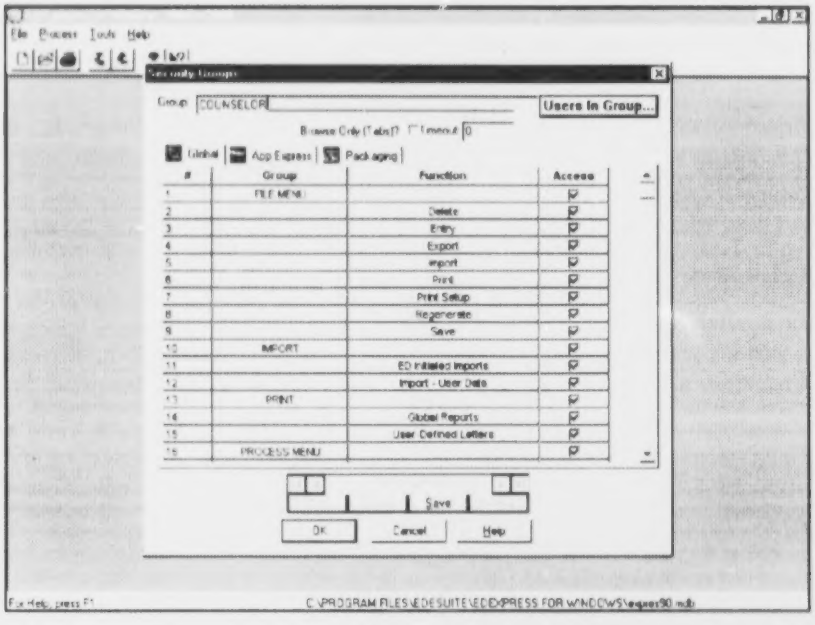
*To add a new group, click on **Add**.*

The Group field is blank.



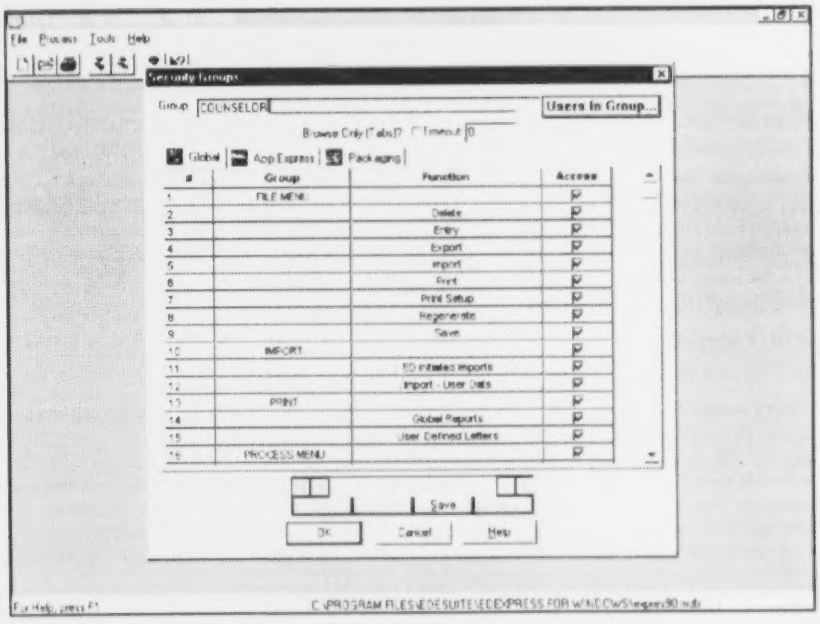
*Enter the name of the group you are defining in the Group field of the Security Groups dialog box. After you have created several groups, you can click on the **Users In Group** button to view the list.*

***Caution:** You must always maintain a group and at least one user that has access to all functions.*



Tip

In the Timeout box, you can type the number of days that will pass before a password for users in this group expires.



Select the system for which you are defining security. The options are Global, App Express, and Packaging. The function options change depending on the system you select. Future releases of EDExpress will contain the Pell and Direct Loan modules.

Check the boxes for the features to which the users in this group will have access. A blank check box indicates no access to that group or individual function. To remove access, clear the access checkbox next to the function.

Click **Save** *when you have selected all of the features.*

Browse Only (Tabs)? Access

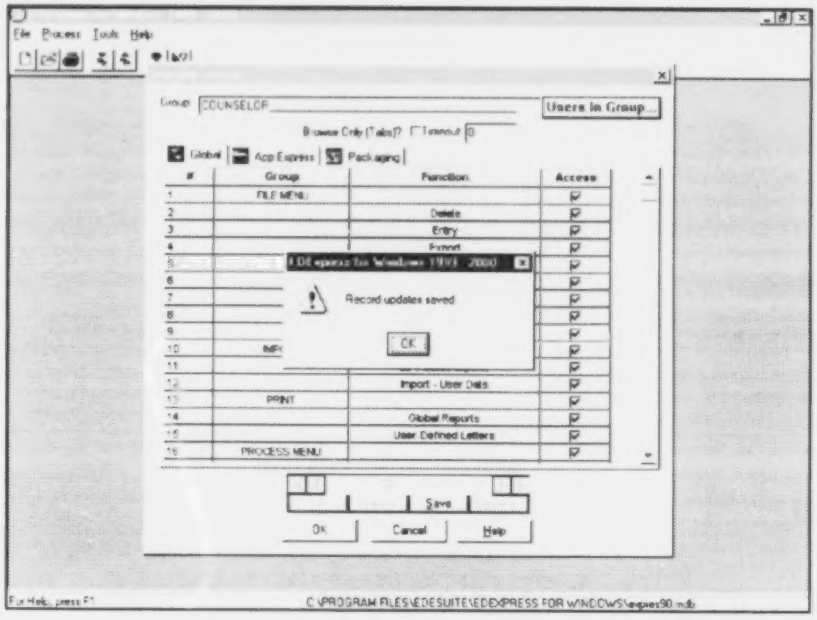
The Browse Only (Tabs)? checkbox offers you a security option. Often financial aid offices will have personnel such as work-study students who need to view students' information but make no changes to student data. This option allows you to create groups that have the ability to see tabs but make no edits to them.

Tip

Selecting or deselecting a function will affect all the options under that function. In the preceding graphic, if Import is deselected, ED- initiated imports and Import -User Data are also not selected.

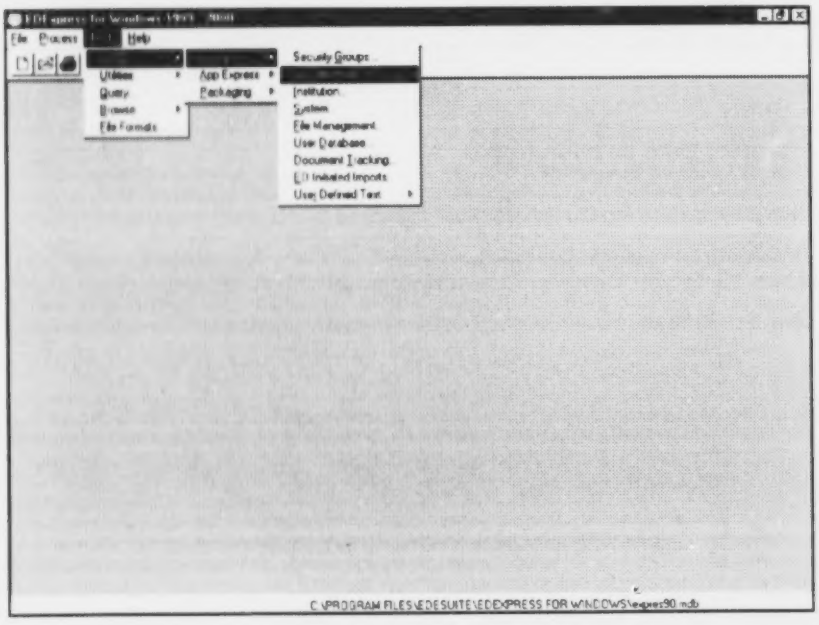
*Click **OK** to continue*

*Click **OK** again to close the Securnty Group's box*



User IDs

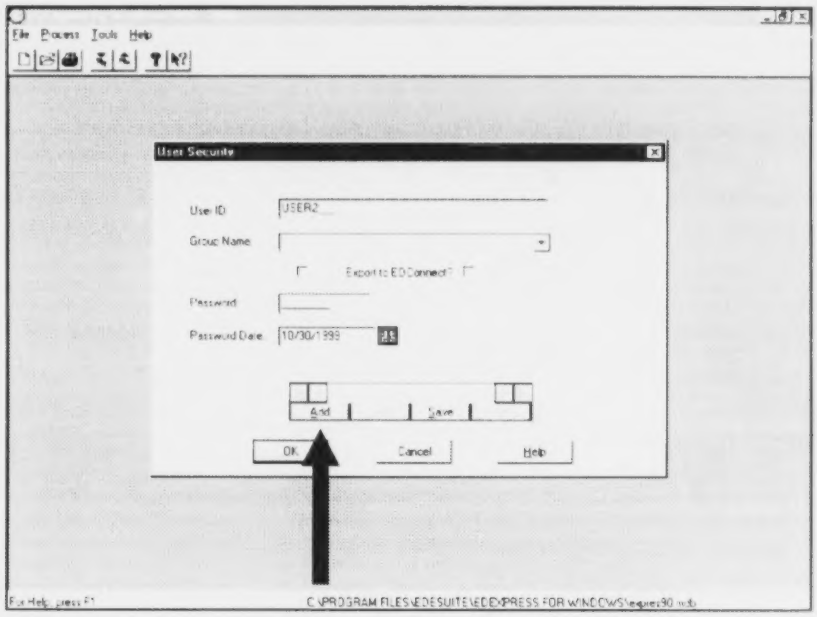
The Users option is used to create a user ID and password for each staff member who needs access to EDExpress. Creating a unique ID for each user and including it in a predefined user group establishes that user's level of access to the software. You also create an initial password for each user. Users can change their passwords each time they log in to EDExpress.



*To add a new User ID, select **Tools/Setup/Global/Security Users** from the menu bar.*

*Click **Add**. EDExpress refreshes the screen so you can enter additional users.*

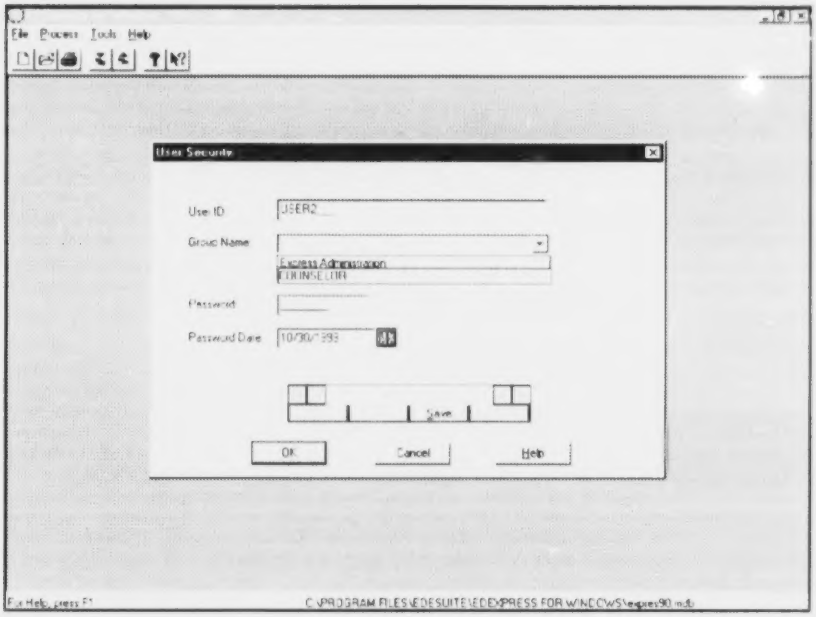
Enter the user ID in the User ID field of the User Security dialog box.

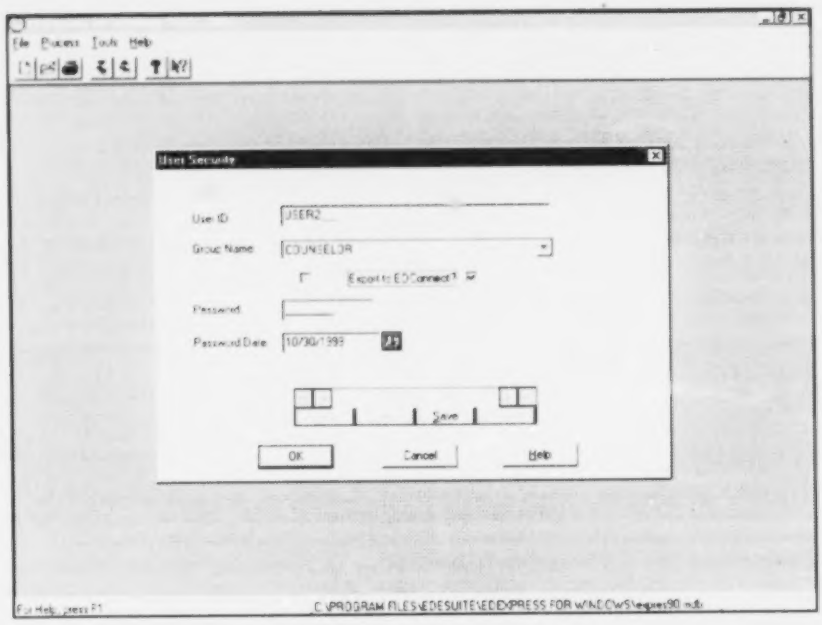


Click the down arrow next to Group Name to see a list of Groups. The security group you created appears in the list.

*Click **Counselor**.*

The security settings for this group are applied to the user ID you are creating.

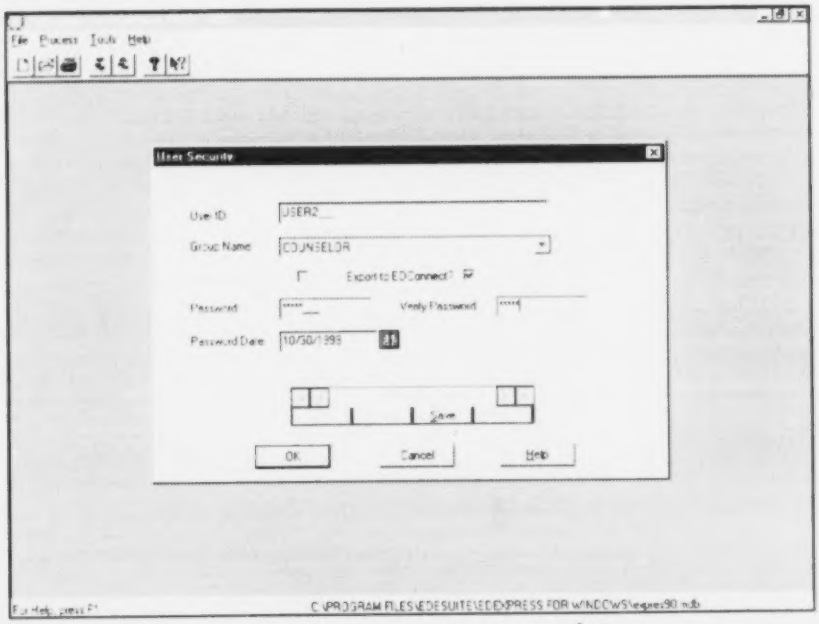




If you want this user to be able to automatically export files to EDconnect, check the ***Export to EDconnect*** *box.*

Note:

Checking the Export to EDconnect will automatically export files to your transmission queue in EDconnect.

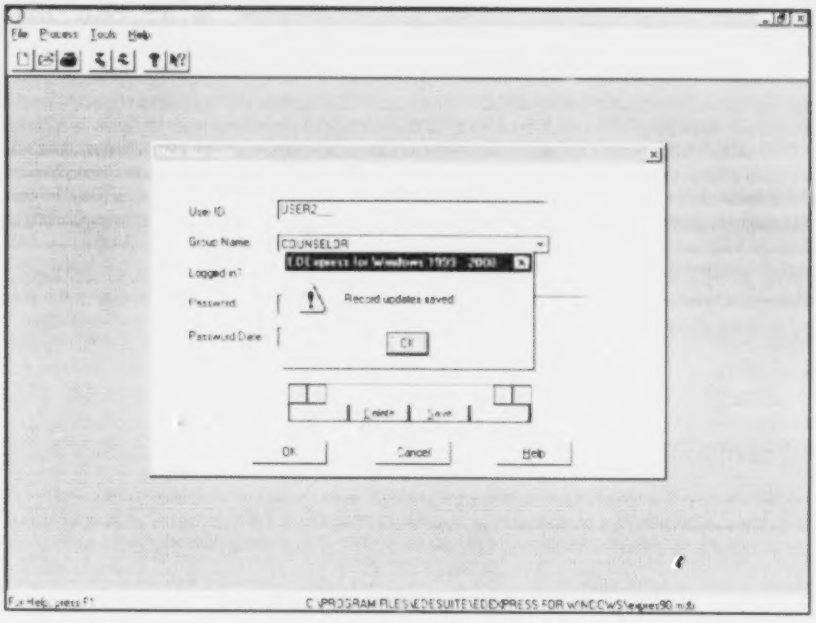


Enter the password for the user in the Password field. Tab to the Password Verification box and retype the password.

The Password Date automatically displays the last date the password was changed.

*Click **Save** to add the user to the database.*

*Click **OK** when you have finished adding users.*

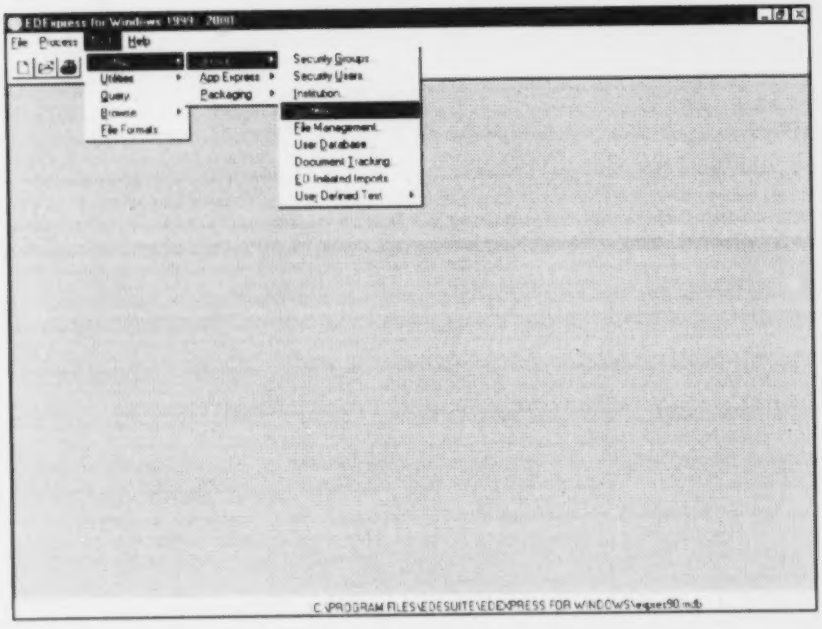


Tip

Modified user security authority does not take effect until you exit to the Windows desktop and log in to EDExpress again.

Global System Setup

Global System Setup allows you to specify general settings. For example, you can specify whether you want users to be able to edit notes entries, or how you want EDExpress to print document tracking letters. You can also enable or disable all options for Packaging or Direct Loan and choose the default system to display for Global, App Express, or Packaging.



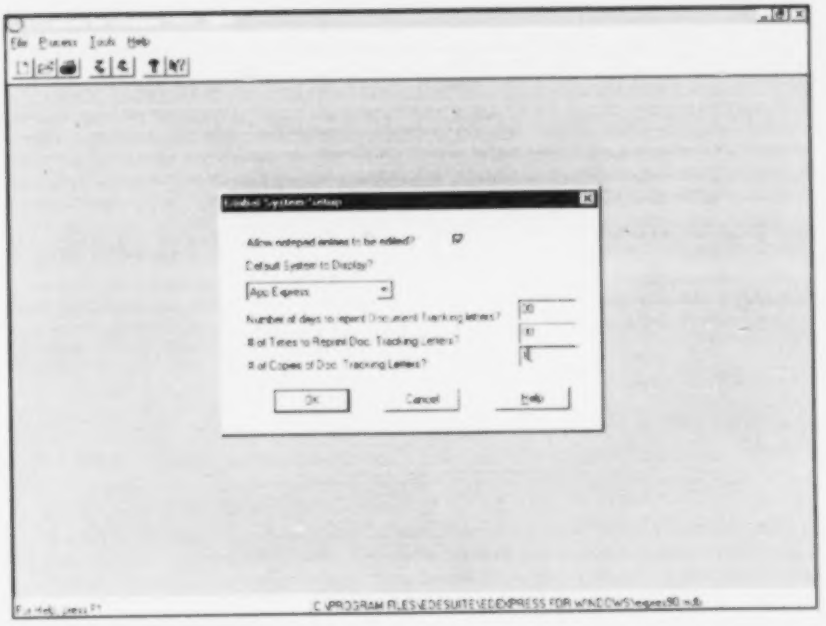
*Select **Tools/Setup/Global/System** from the menu bar.*

*Click in the checkbox next to **Allow Notepad Entries to Be Edited?** to allow users to edit notes entries on student records.*

Global System Setup
Allow notepad entries to be edited?
Default System to Display?
App Express
Number of days to report Document Tracking letters?
# of Times to Reprint Doc. Tracking Letters?
# of Copies of Doc. Tracking Letters?
OK
Cancel
Help

*Click the **down arrow** to select a default system to display.*

You can tell EDExpress which module you want to display first for Import, Export and Print. For example, if you primarily use App Express, you can set it as the default module. Then each time you open the Import, Export or Print dialog boxes the App Express tab displays first.



*Click in the text entry box next to **Number of days to reprint Tracking Letters?** and type the number of days that will elapse before a tracking letter is reprinted for a document that has not been received.*

*Click in the text entry box next to **# of Times to Reprint Doc. Tracking Letters** and type the number of letters.*

*Click in the text entry box next to **# of Copies of Doc. Tracking Letters?** and enter **1** to print one copy.*

*When finished click **OK**.*

*Click **Yes** to accept the updates you made.*

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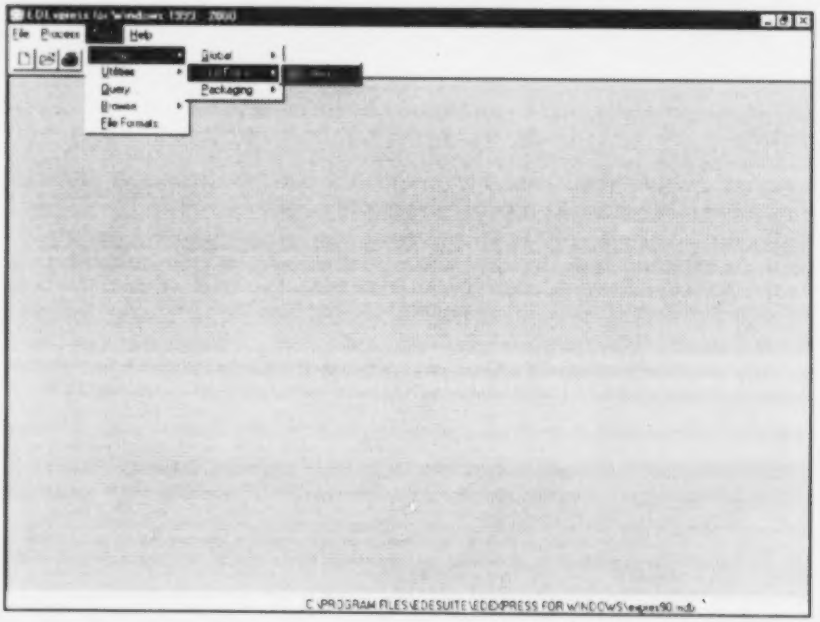
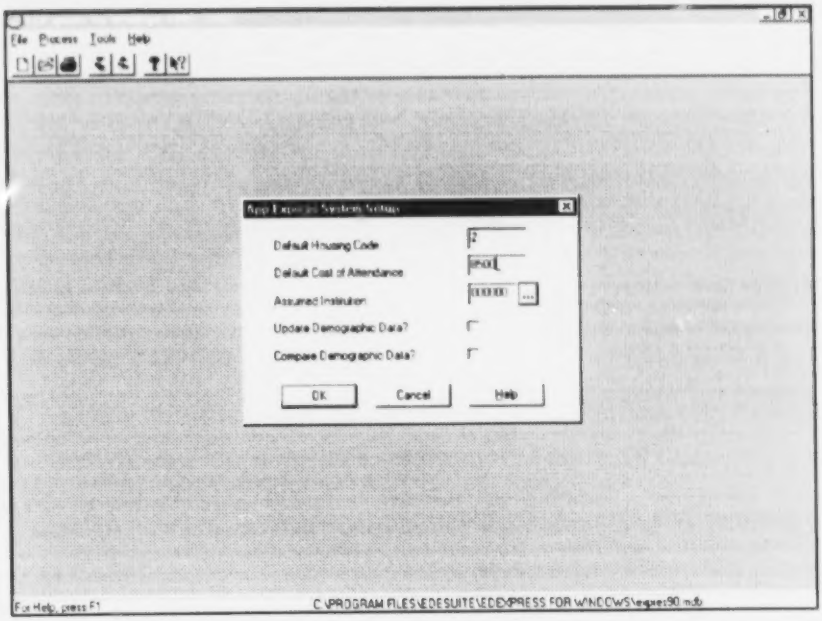
App Express System Parameters

The App Express System Parameters include fields designed to provide greater control and limit keystroke entry in Application Processing. You can define a Default Housing Code, Default Cost of Attendance, and set your Assumed Institution.

*Select **Tools/Setup/App Express/System** from the menu bar.*





In this example, we will modify only the first three fields. Enter the default housing code you want to use. These are the codes indicating where the student will reside during the year.

Next, type a default cost of attendance. This amount is used to estimate a Pell Grant award when you calculate an estimated EFC for the student.

You must type your assumed institution code, which is identified by a six-digit code assigned by the U.S. Department of Education that begins with 0 (zero), B, G, or E. You may also click the ellipsis button to display and select your code from a list of institution codes.

Another option is to set your assumed institution code under ***Tools/Setup/Global/ Institution.***

If you have set your institution code in one of these areas, you don't need to set it in the other.

Your institution code will be added to the application and correction records you send to the processor. If you check the Update Demographic Data box, the demographic data on the imported ISIR will update your existing demographic record provided that the transaction number on the imported ISIR is equal to or greater than the number of the existing ISIR.

If you check the Compare Demographic Data box, the demographic data on records in your database will be compared with the demographic data on the ISIRs you import and will print a report showing the records that differ.

Note

These defaults can also be changed within specific student records.

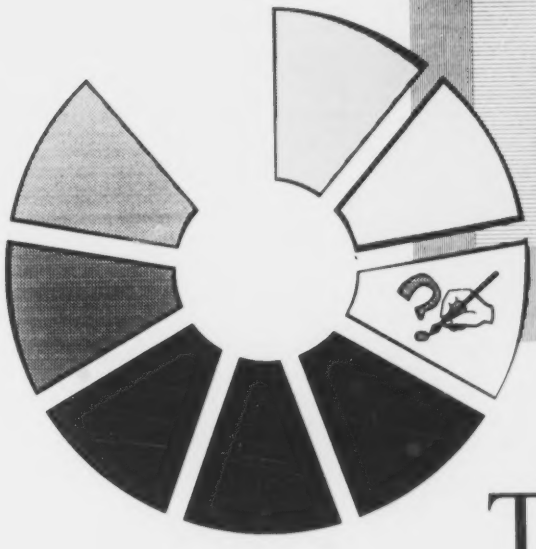
*Click **Yes** to accept changes*

*Click **OK** to save*

Discussion Questions for Chapter 2

1. In what environment does EDExpress operate?
2. If your institution code is in the Institution Database when you receive the software, what else do you have to do?
3. Can you control access to various parts of EDExpress?
4. How do you add users to a security group?

Chapter 3



Query and Document Tracking

The query and document tracking functions of EDExpress will help automate some of your school's processes. Queries allow you to select and filter certain types of data, and document tracking automatically adds documents to student records. This chapter will describe the creation and use of both functions.

3 Query and Document Tracking

Objectives

1. Recognize why queries are useful.
2. Identify fields that can be used in a query.
3. Build a query.
4. Use predefined queries as a template.
5. Create a document.
6. Create document tracking letter text.
7. Create user-defined fields.

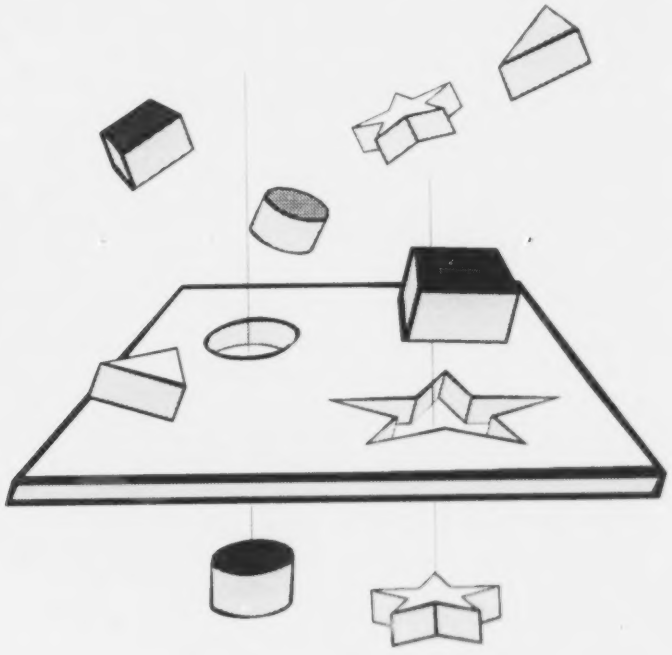
Query

A query is simply a logical statement using a predefined set of criteria to identify a particular student population. Think of a query as a lid on a box with geometric-shaped holes. Only objects that have the right shape can pass through the lid; all others will not.

You use a query to select or filter certain types of data. You may want to print a list that includes only students who have specific attributes such as dependency or housing status. In addition, you may want to limit a fund to students in a specific description. For each type of these applications you must define a query that selects the desired group.

In EDExpress some of the queries you create will assist you in:

- Assigning documents
- Printing letters and reports



Tips for Queries

The Standard Query Language tool in EDExpress creates simple logical selection statements. When you construct a Query some basic rules apply:

- The only connectors available are AND and OR.
- The Query is processed from left to right or beginning to end.
- AND means all conditions that have been joined must be true for the Query to select records. If one or more AND(s) appear in a statement, the software applies the AND(s) from left to right in the statement.

> **Example**
> *Dependency status = D* AND *State of Residency = VA* AND *Verification selection = Y*
>
> The software compares the dependency status first, then the residency, and finally the verification. If the record does not meet all three criteria, it is not selected.

- OR divides the query statement into sections and selects a record if any section is true.

> **Example**
> *State of Residency = VA* OR *State of Residency = DC*
>
> The portion of the query before OR and the entire portion after OR are two complete statements. If either portion is true, the record is selected.

- If AND and OR are used in the same query statement you must use parentheses to separate them.
- Parentheses change the order of precedence. Expressions enclosed in parentheses are processed before AND and OR. In the case of nested expressions, innermost parentheses are processed first.

> **Example**
> *(State of Residency = VA* OR *State of Residency = DC)* AND *Housing Code = 1*
>
> In the above example, EDExpress first compares the the parenthetical statement (State of Residency) and then the Housing code. If the record meets one of the first criteria and the second criteria, the record is selected.

- User Defined fields can be included in a query. Queries including a User Defined field can use both the AND and OR connectors.

Query Worksheet

SAMPLE

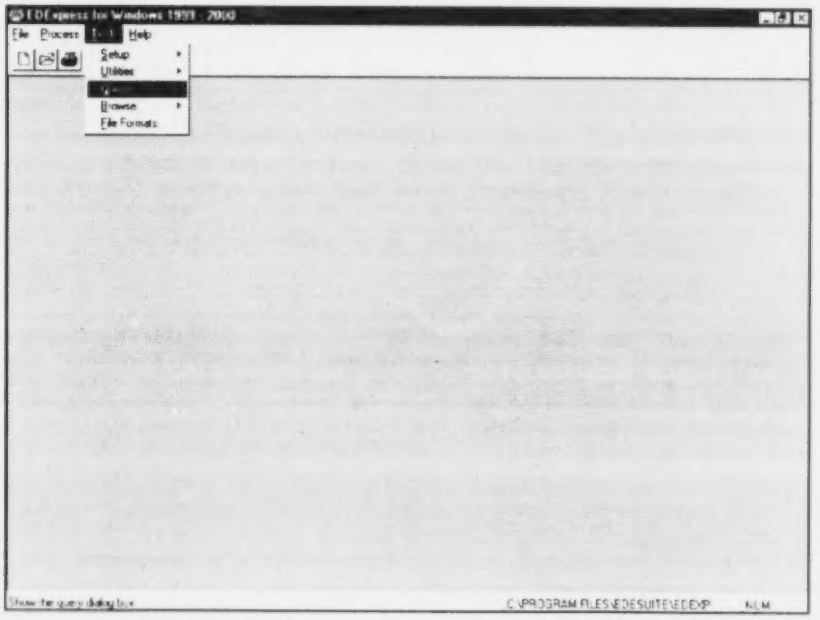
In the space below, describe the group of students to be selected. There are blank worksheets for your use included in the Appendix.

Select all students who are from either Virginia or the District of Columbia, and live on campus.

Data Element	Operators	Value
Select a data field from the ISIR record	=,<>,>,<,>=,<=, like, not like	Enter free from or system assigned value
State of Residency	=	*VA*
And ☐ Or ☒	Left (☒	Right) ☐
State of Residency	=	*DC*
And ☒ Or ☐	Left (☐	Right) ☒
Housing Code	=	*1*
And ☐ Or ☐	Left (☐	Right) ☐
And ☐ Or ☐	Left (☐	Right) ☐
And ☐ Or ☐	Left (☐	Right) ☐

3 Query and Document Tracking

*To create a new Query, select **Tools/Query** from the main menu.*

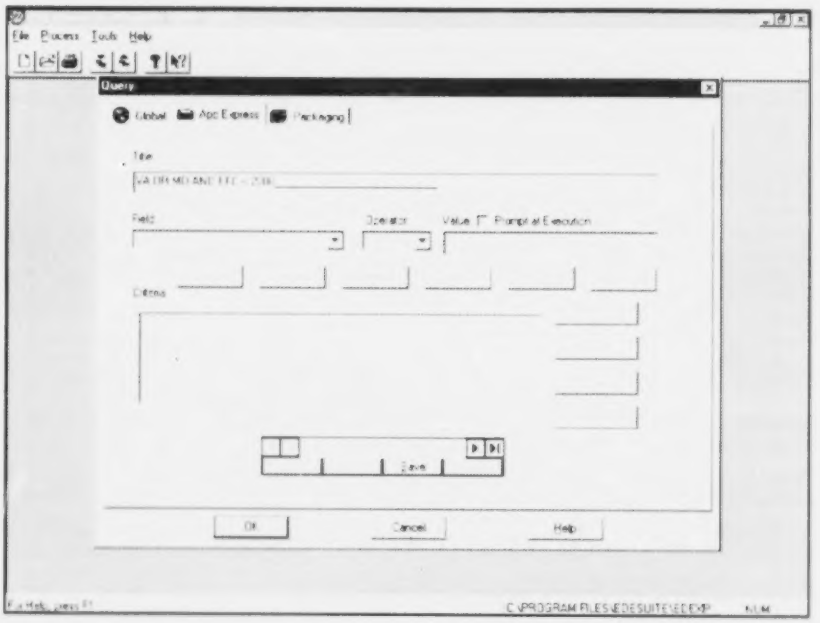


To begin, type in a freeform title. In this example, we will create a Query using App Processing data. We want to identify students who are from either Virginia or Maryland and have an EFC that is less than 2000.

*Click the **Prompt at Execution** checkbox if you want to be prompted for the value at the time you use the query. For example, if you routinely print a list of loan records and you want it to include records within a different SSN range each time you print the list, you can set up a query using the SSN field, an operator, and the Prompt at Education option. Then, whenever you use the query, EDExpress prompts you to enter the range of SSNs you want to use at that time.*

If you do not enable Prompt at Execution, EDExpress always uses the values you defined when you created the query.

Queries that contain this option are called parameter queries.



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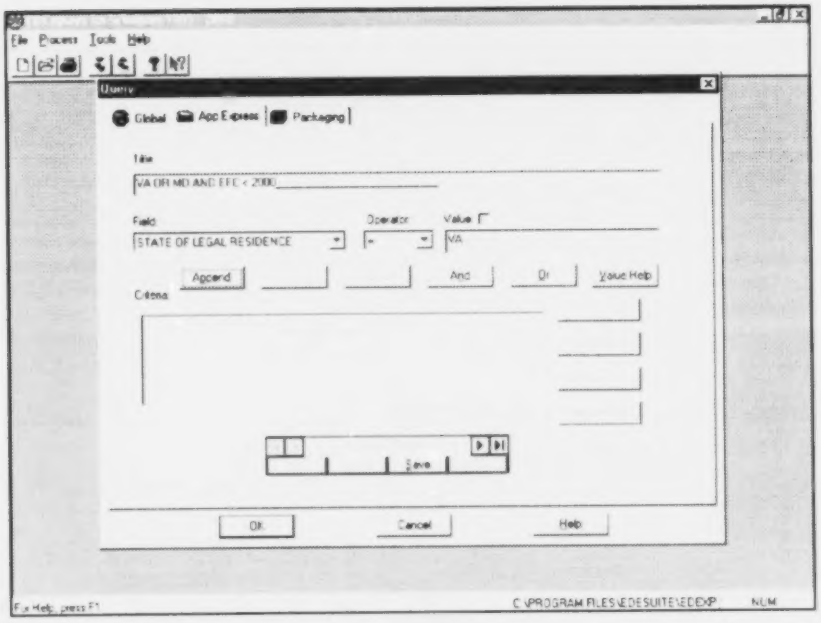
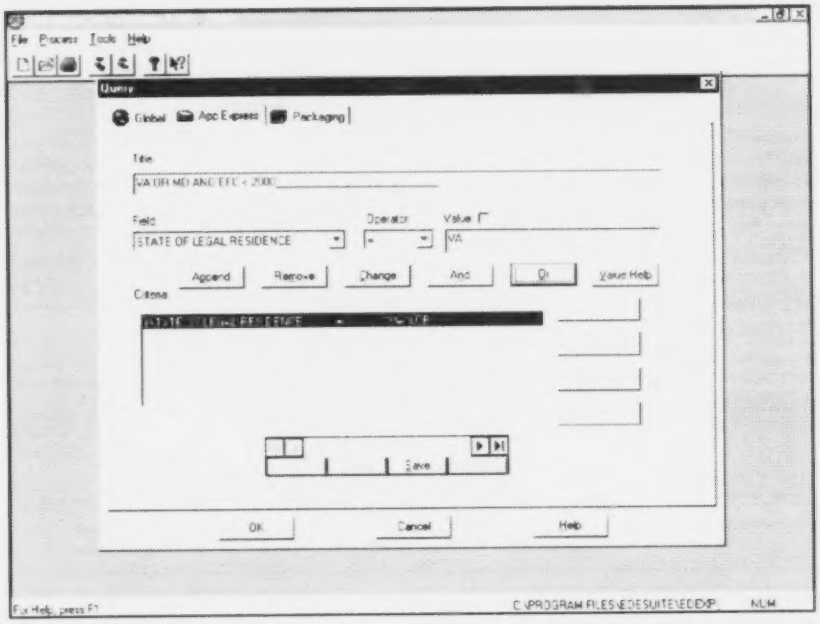


*To complete the first part of the statement, select the state residency field. Click the **down arrow** to see a full list of fields in the ISIR record.*

Click the down arrow in the operator field to see a complete list of operators. In this example, the equal sign (=) will be the operator.

Enter the value for the field. In this example, VA is used for Virginia.



*Click the **Append** button to add the statement to the query. In this example, we also need to add Maryland to our value field.*

*Click the **OR** button and enter **MD** in the value field.*

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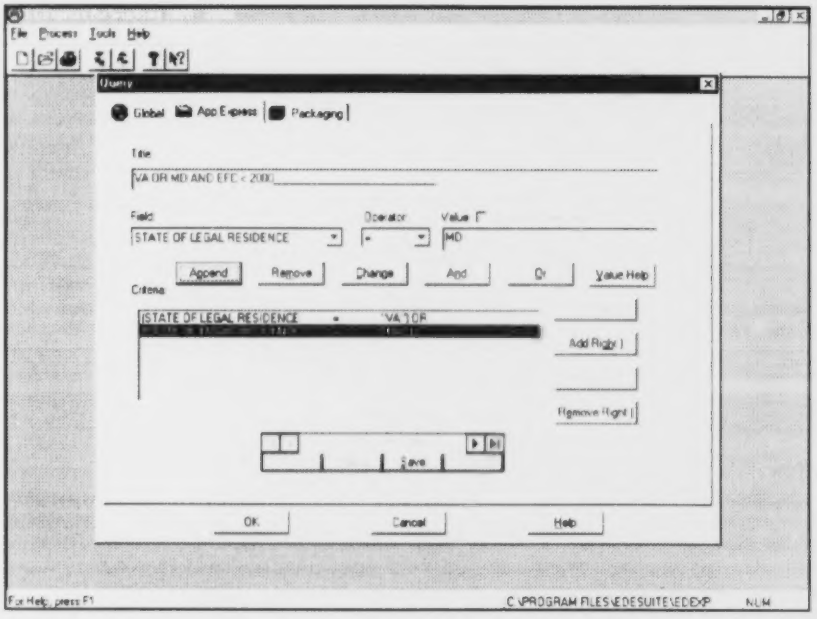
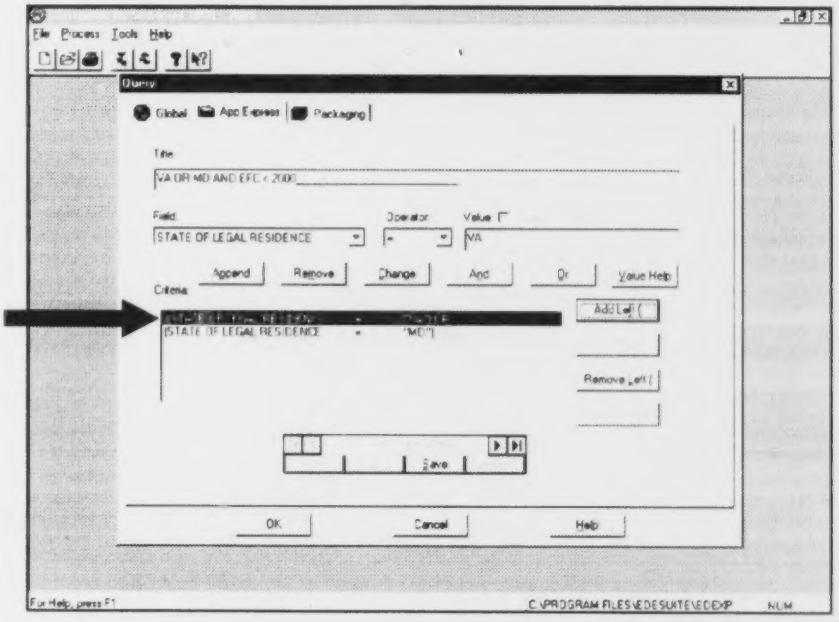
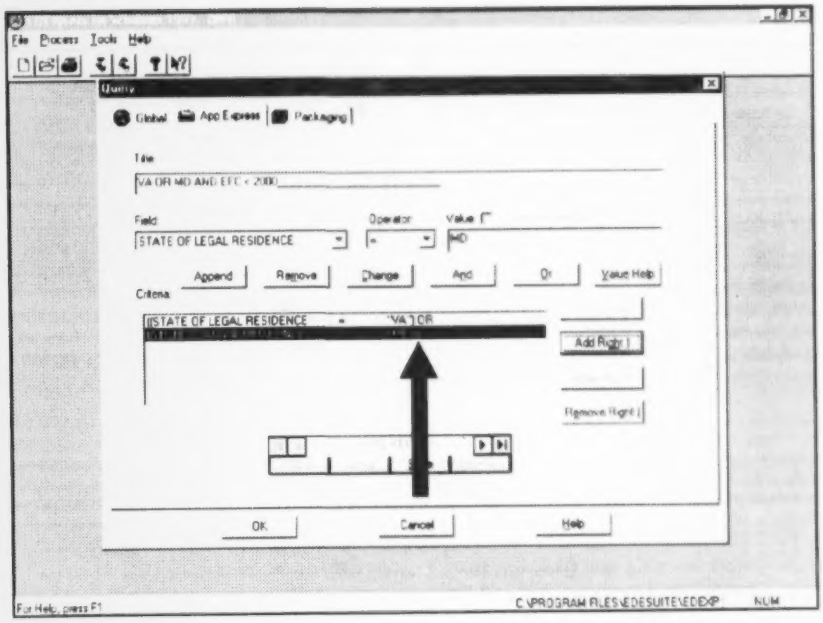
*Click the **Append** button to add the statement to the query.*



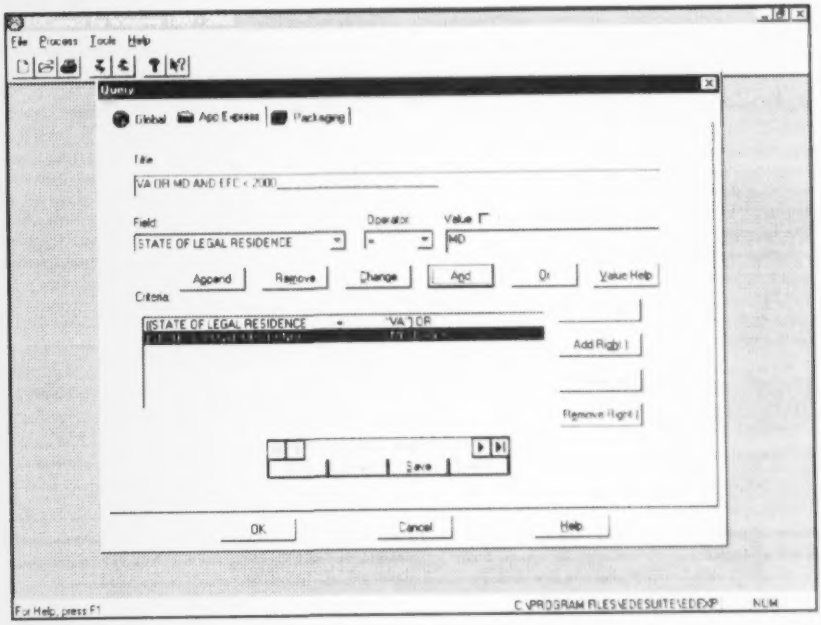
In this example, we must also add a criteria for the EFC for students from either state. To do this, we must separate the OR statement from the AND portion of the statement.

*Click the **Add Left (** button to add a left parenthesis to the statement.*





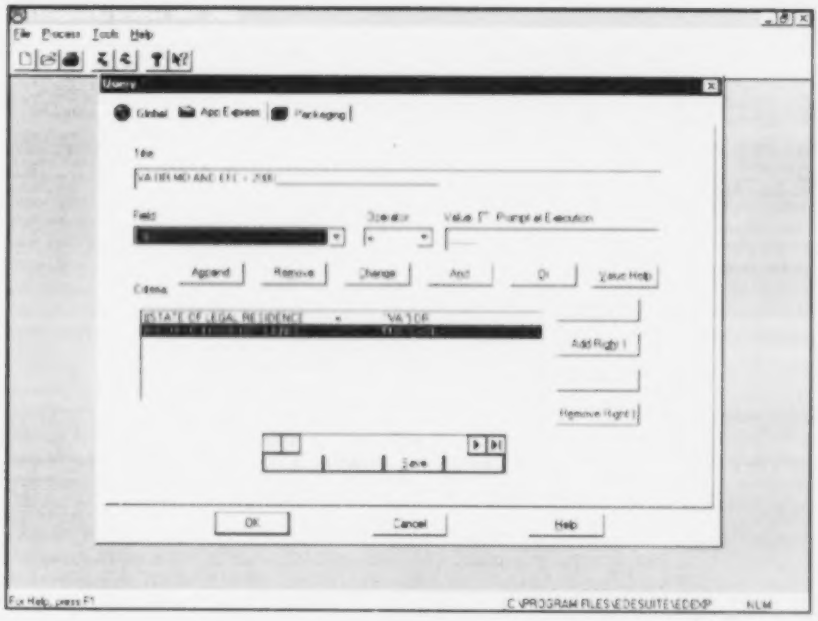
*Click the **Add Right)** button to add a right parenthesis to the statement.*



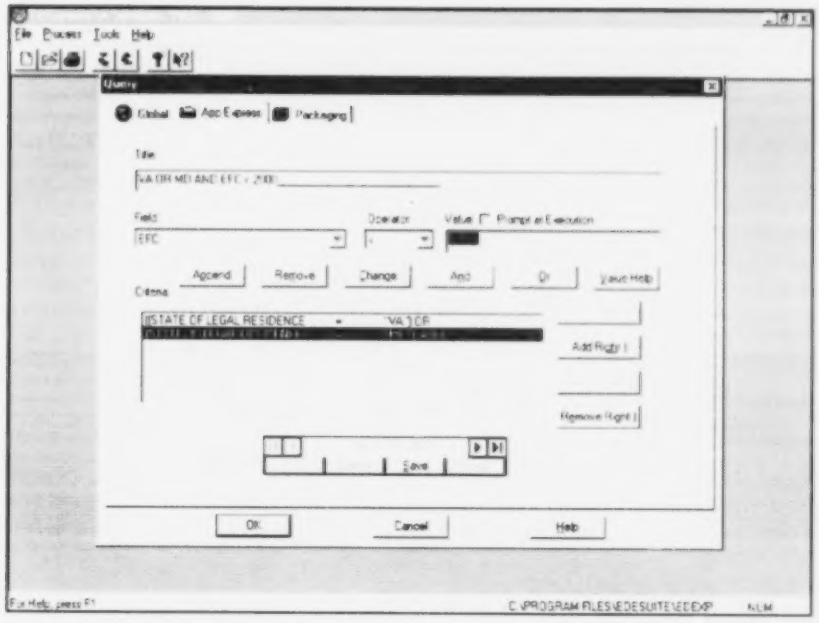
*Click the **AND** connector button.*

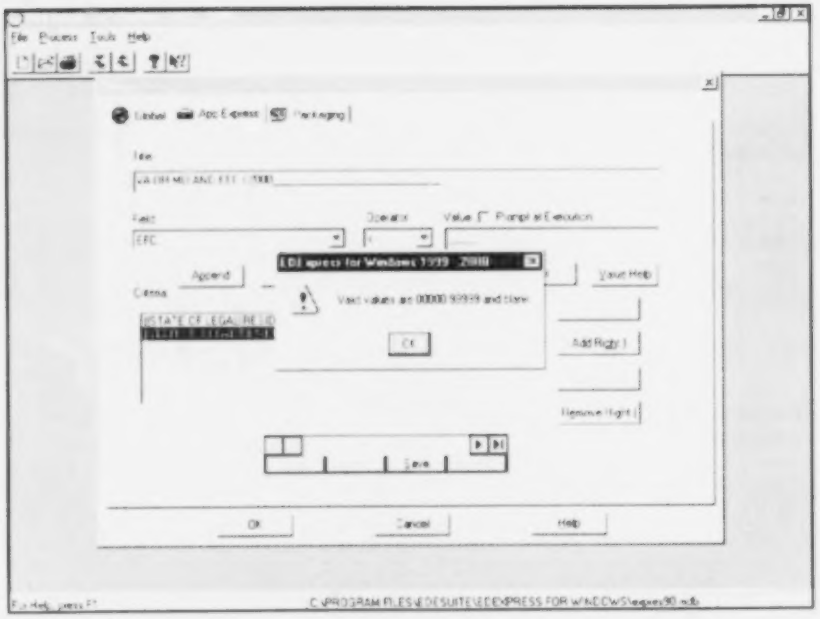
The AND portion of the statement is now separate from the OR portion of the statement.

*Click the down arrow and select **EFC** from the list of fields in the ISIR records.*



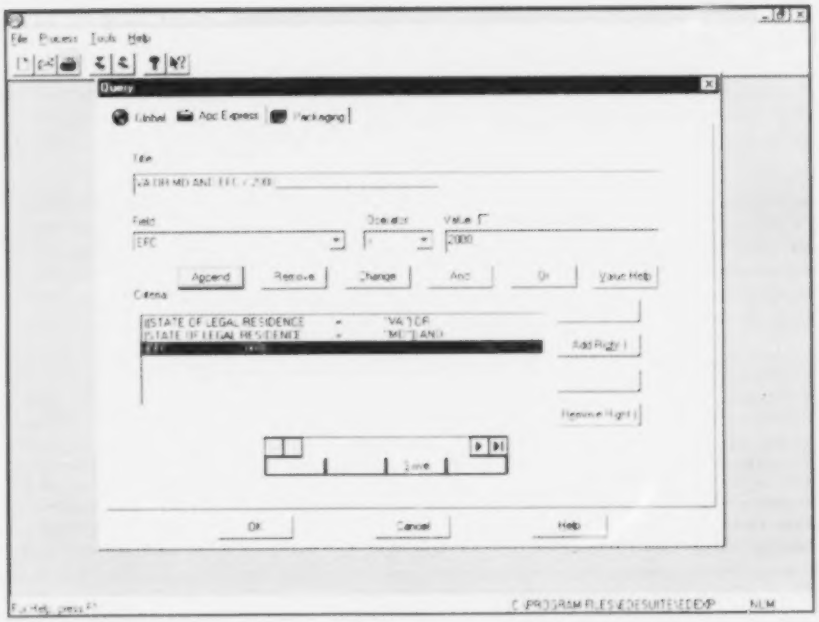
*Select the operator of less than (**<**) and tab to the value field.*





*If you don't know what the value is for this field, click the **Value Help** button*

*Click **OK***



*Click the **Append** button to add the statement to the query*

The completed query will identify students that live in Virginia or Maryland with an EFC of less than 2000

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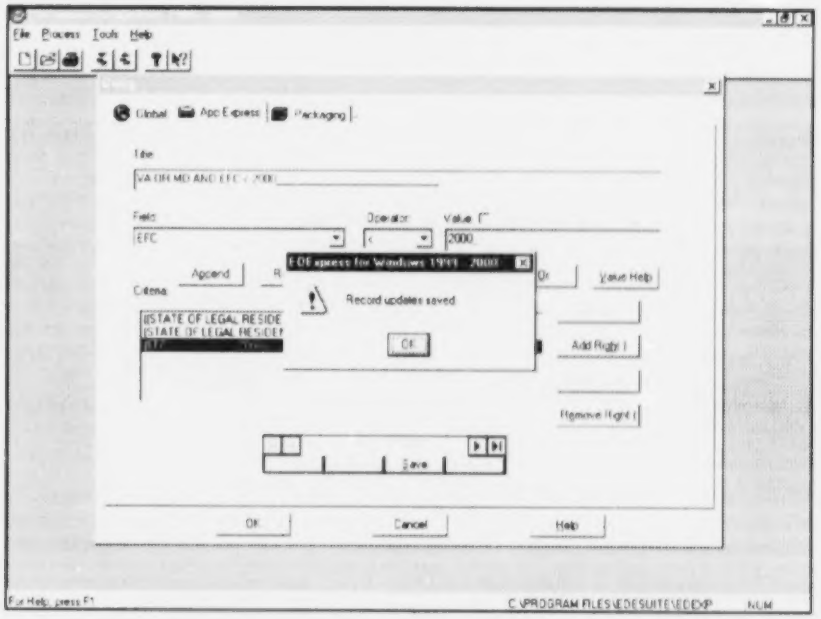
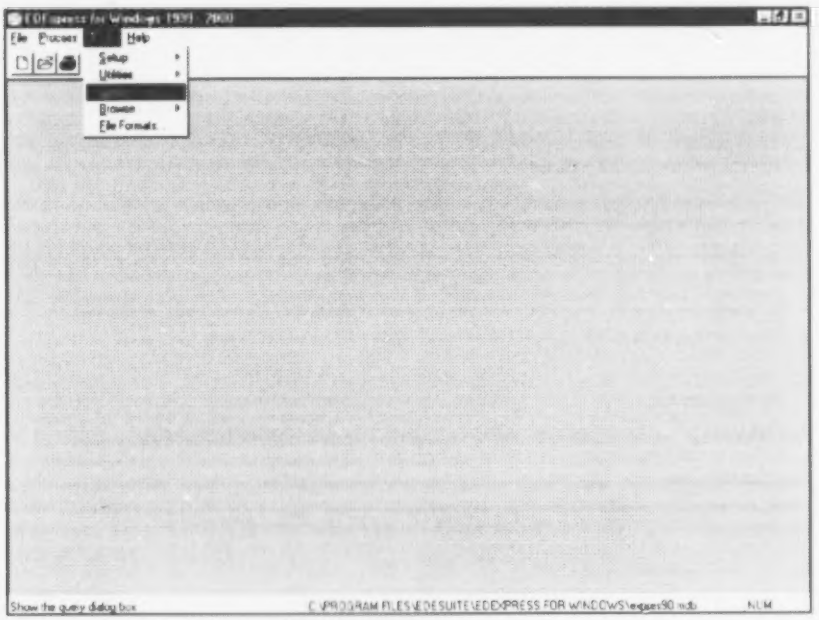
*Click **Save** to save the query*



Predefined Queries

EDExpress comes with a set of predefined queries commonly used in App Express, Packaging, Direct Loan, and Pell. Wherever the Selection Criteria option is available in EDExpress (for example, in Print and Export), you can use these queries to identify groups of records.

Although you cannot change a predefined query, you can use them as templates to create your own queries.



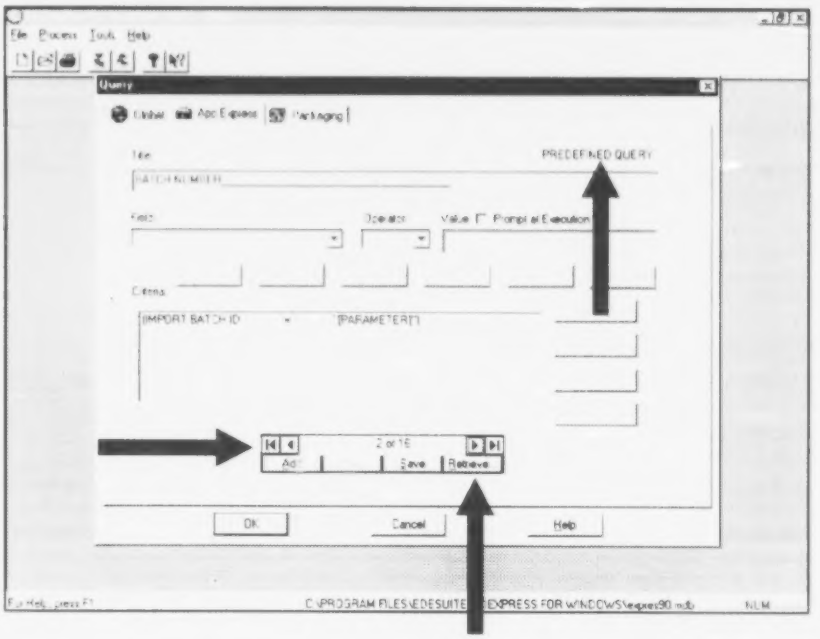
*Select **Tools/Query** from the menu bar.*

3 Query and Document Tracking

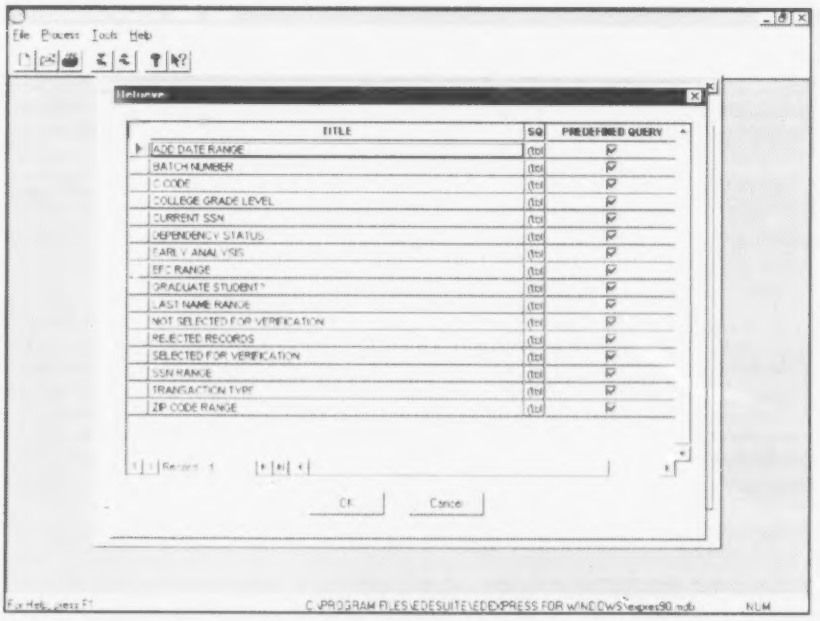
When you open the Query dialog box for the first time, you'll see that the predefined queries are stored as the first set of records in the Query database. You'll know a query is predefined if you see "PREDEFINED QUERY" in the upper right corner of the Query dialog box.

You can use the arrow buttons to scrool through the predefined queries, or you can click the ***Retrieve*** *button to see a list of the queries in your database.*

Click ***Retrieve...***



Here is a list of the predefined queries in the database.



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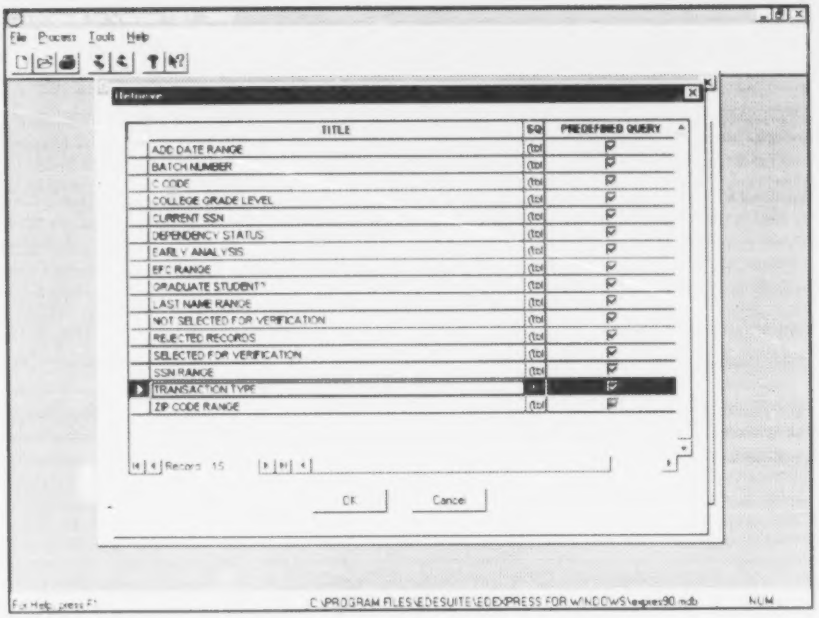
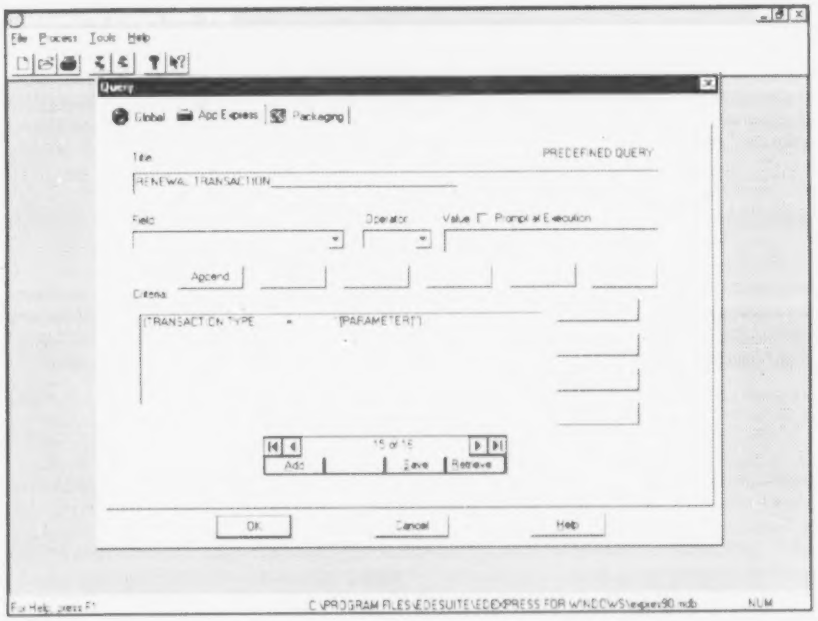


In this example, we will select the query with the title Transaction Type to use as a template.

*Click **OK** to continue.*

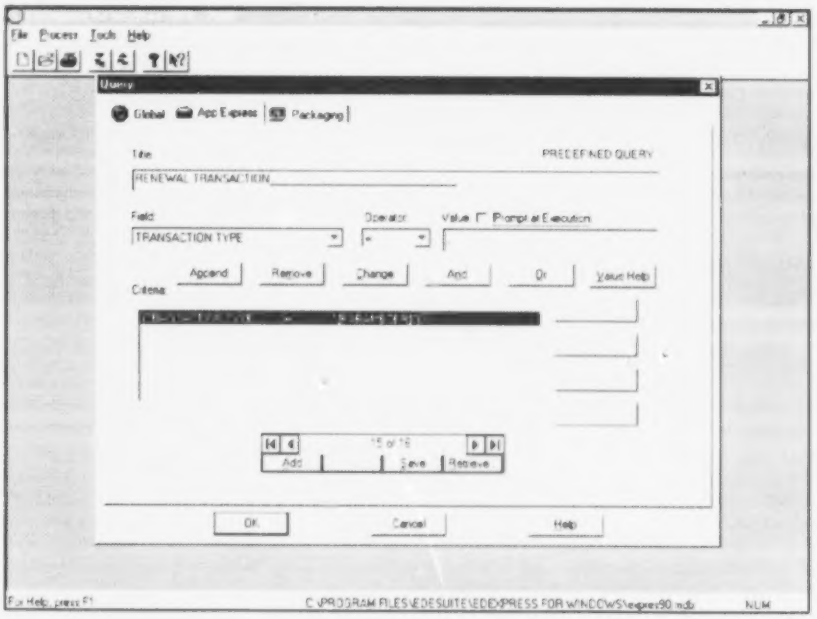


In order to create a new query we must first enter a new title. In this example we will create a query for renewal transactions.

Enter Renewal Transactions in the title field.

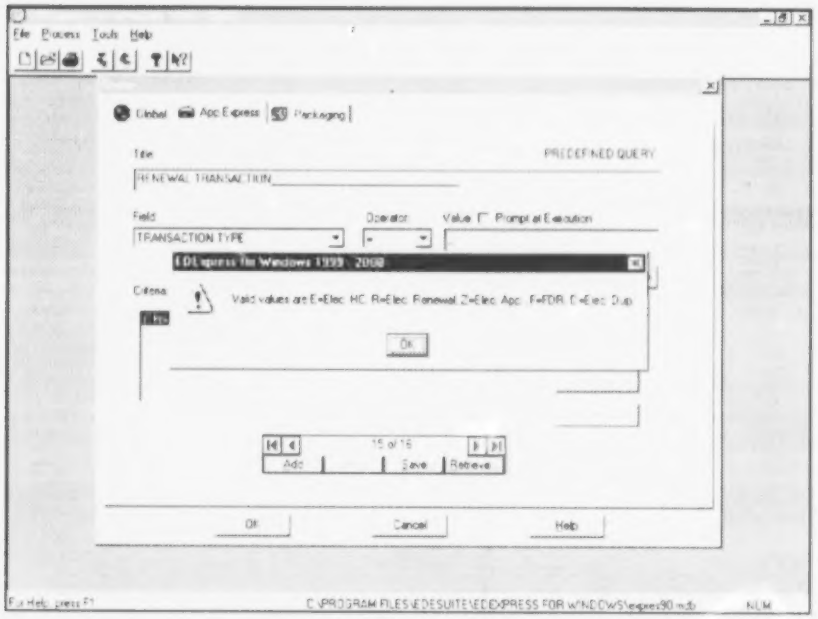
Click the data line in the criteria box to automatically fill in the field, operator and value. Since we want only renewal transactions we must fill in the Value field with the correct code.

*Click **Value Help** to see acceptable codes for this field.*



The code for electronic renewal transactions is R.

*Click **OK**.*



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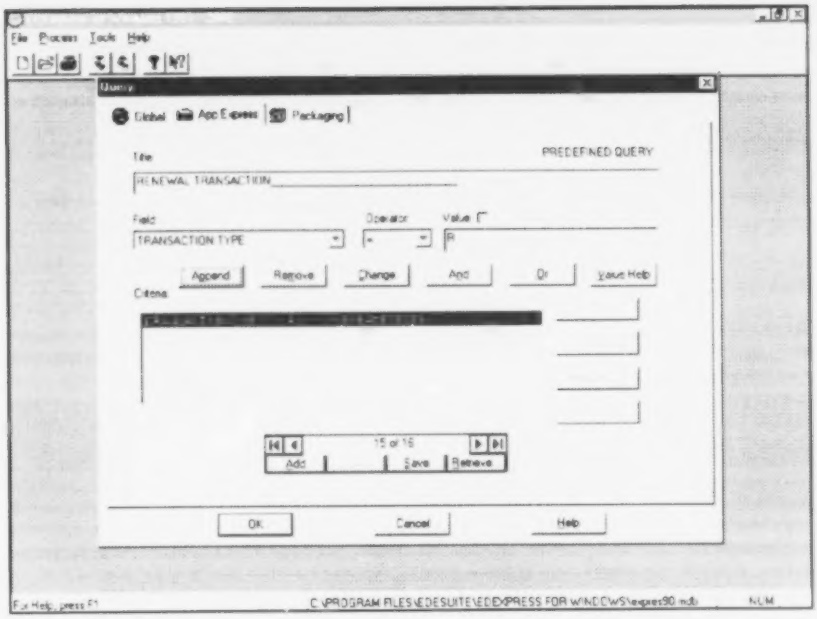
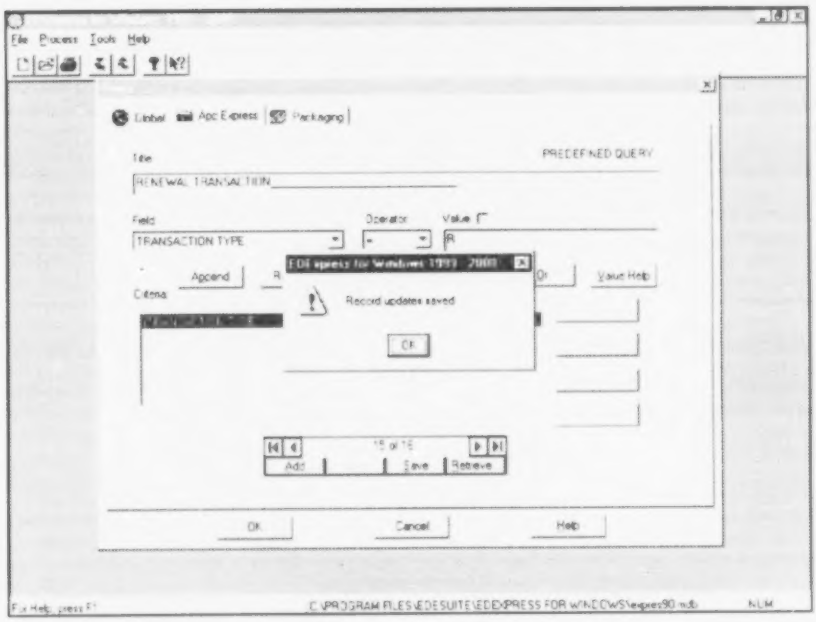


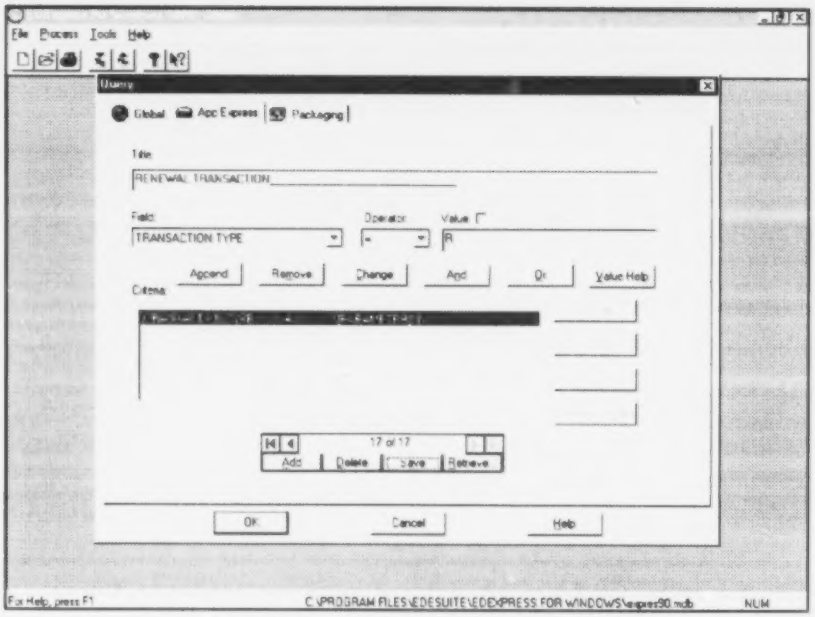
*Enter **R** in the Value field*

*Click **Save** to save the new query*



*Click **OK***

The new query is displayed and has been added to the database.



Setting Up Document Tracking

EDExpress for Windows can record your request for and receipt of documents such as tax returns or institutional aid applications from a student. The Document Tracking dialog box sets up the defaults for your document tracking records.

Documents will be added to student records in two ways: manual entry and/or using the Add Documents process. For any student record, you can manually add any document you determine is needed for that student. However, if you want some or all of your documents added to records automatically, you can use the Process/Add Documents feature (described in Chapter 7).

Step 1

For each document you create you will:

- Create a code with which to track the document.
- Provide a year indicator if needed (this can also be left blank).
- Type a description that will print on the document tracking letter.

Step 2

To select specific students from whom you want to automatically request a document, select:

- Criteria—Queries you create using the Query setup.
- Comment Code(s)—The document will be applied to a record that has any of the ISIR comment codes you specify.

Step 3

To use the Add Documents process to add documents automatically to student records, you must check either:

- Automatic Request—If checked with no other criteria specified, this document will be added to all records (defined in Step 2).
- Require for Verification—If checked, this will apply to any student selected for verification by the CPS.

Step 4

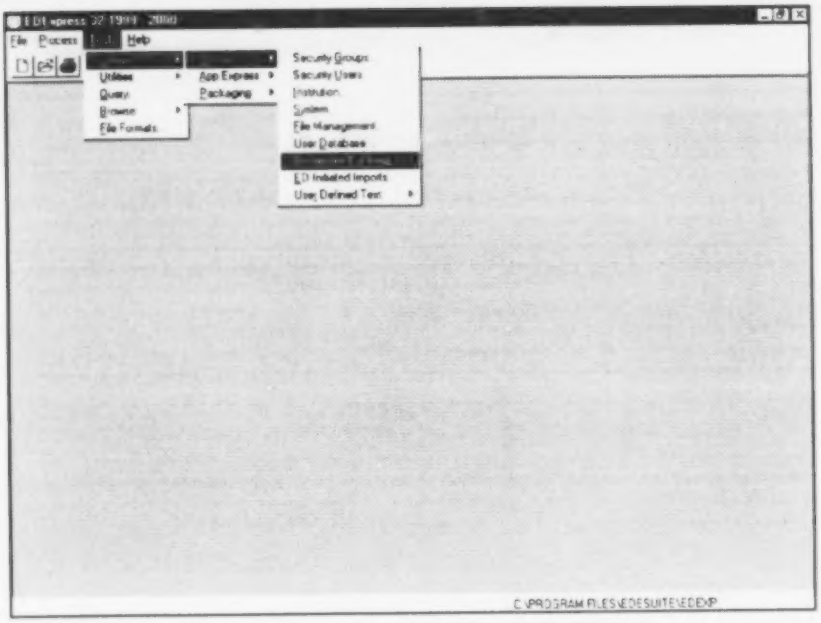
Decide if this document will be required before the student's records can be packaged using the Packaging function in EDExpress. If the document is not recorded as received, the software will not package the student.

Defining Documents Worksheet

SAMPLE

1. **Code:** This code will display on reports and on the Document Tracking tab of the Student's Record. (10-digit alphanumeric.)	
Code:	*INST APP*
2. **Year:** Enter the year(s), if applicable, for the document being requested. This will print on reports and on the Document Tracking section of the Student's Record. (9-digit alphanumeric.)	
Year:	*1999*
3. **Description:** Enter a freeform description of the document. The description will print on the Document Tracking letter as the item being requested. (48-digit alphanumeric.)	
Description:	*Institutional Application for Aid*
4. **Criteria:** Enter Applicable User Defined Query. The Query will identify those records requiring a particular document.	
Criteria:	*VA or MD EFC < 2000*
5. **Automatic Request:** Do you wish this document to be automatically requested when the Add Documents function is performed?	
Automatic Request?	Yes ☒ No ☐
6. **Required for Packaging?** Is this document required before your office will package these financial aid applicants?	
Required for Packaging?	Yes ☐ No ☒
7. **Required for Verification?** Is this document being requested from only those students who have been selected for verification by the CPS?	
Required for Verification?	Yes ☐ No ☒
8. Comments: This document will be requested of those applicants whose ISIR record contains one of the following comment codes:	
☐ ☐ ☐ ☐ ☐ ☐	

Creating a Document



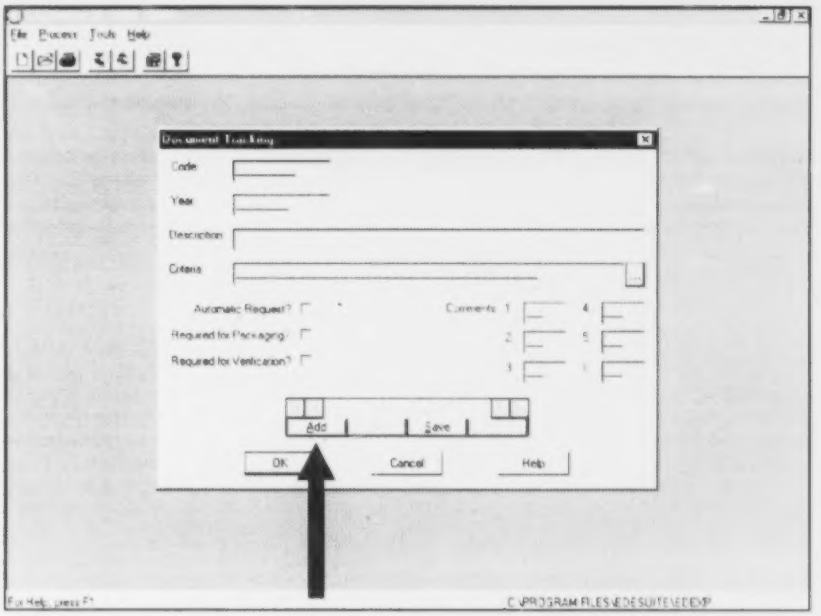
To create new document records:

Select ***Tools*** *from the menu bar.*

Click ***Setup/Global/ Document Tracking.***

The Document Tracking dialog box displays.

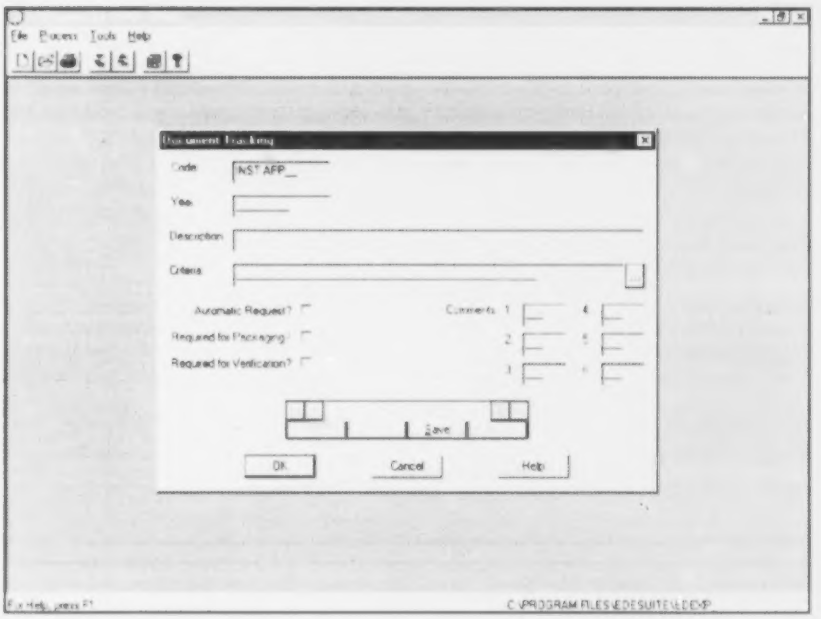
The first time you set up Document Tracking, the fields will be blank. To create new documents, click ***Add*** *to begin.*



First, type the document code.

Type a unique code of up to 10 characters to identify this document profile.

This code will be displayed in the document tracking portion of the student's record, but will not print on the document tracking letter.



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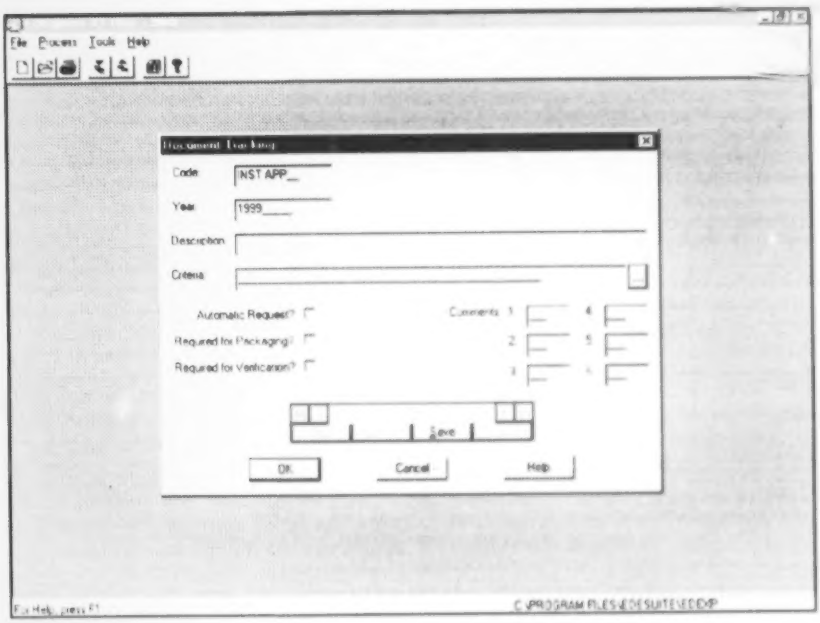
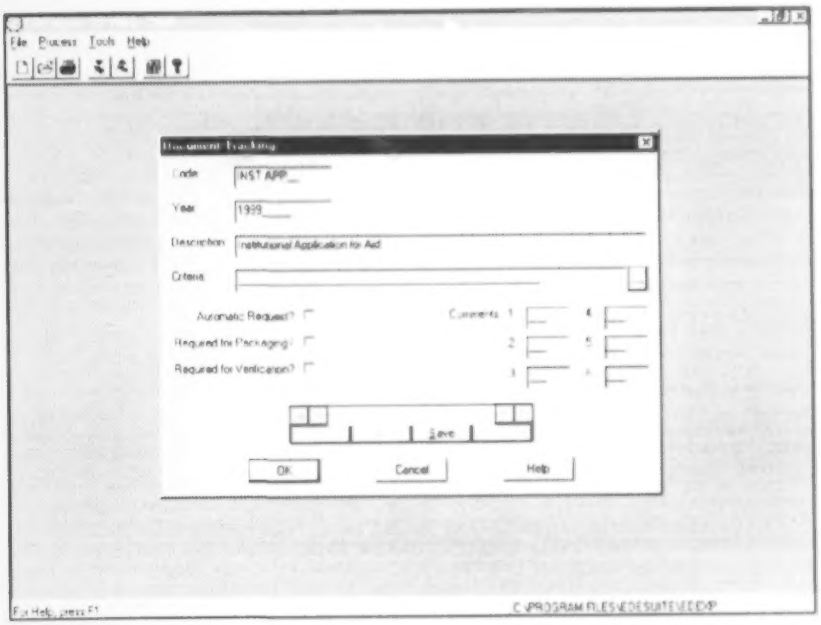


Next, type the year(s) (example: 1999) to which this document applies. This will print with the document description on the document tracking letter, and thus eliminates keying the year in each document description.



Type the full description for the document you will request. This should be detailed enough that a student will understand what you are requesting.

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Criteria may be left blank. However, if you want to request this document from a certain group of students, use a query.

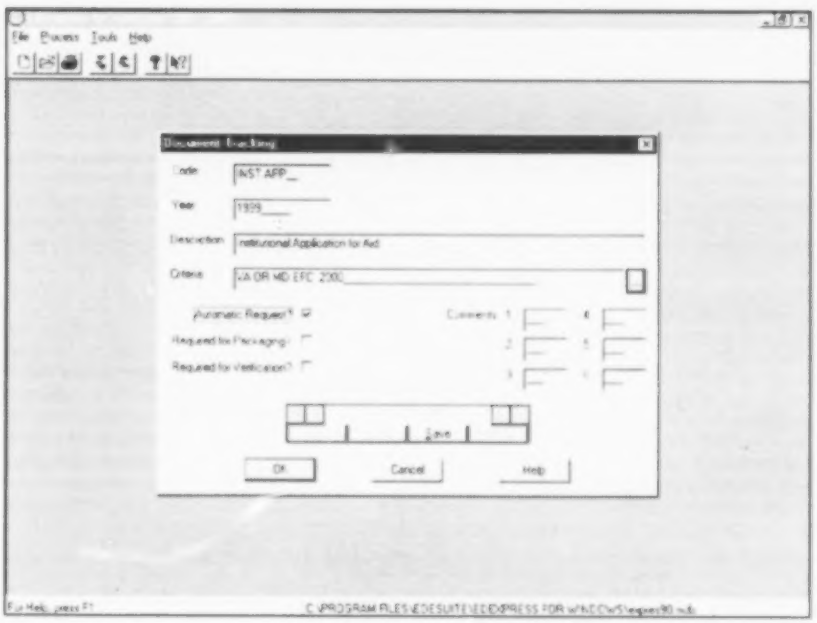
Type the query name which was set up in the query database or click the ellipsis button to see the query database.

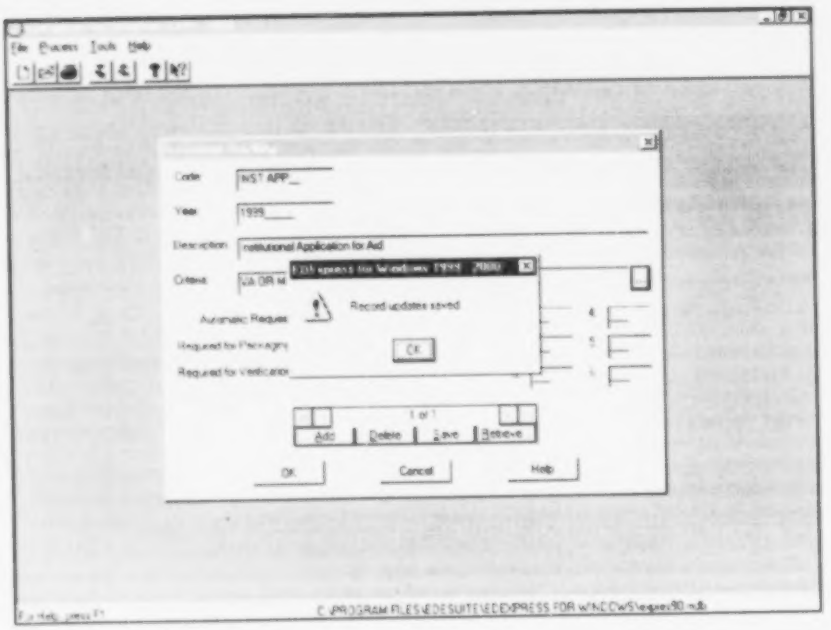
Double-click on the query you wish to select or highlight the row and click ***OK****.*

The title of the query you select is displayed in the Criteria box.

Finally, determine if you will:

1. *Request this document from all students.*
2. *Require this document to be received before the record can be packaged.*
3. *Require this document if the student has been selected for verification.*
4. *Request a document based on a comment code that appears on the ISIR.*





*Click **Save** to add the document. Click **OK** to continue.*

Tip

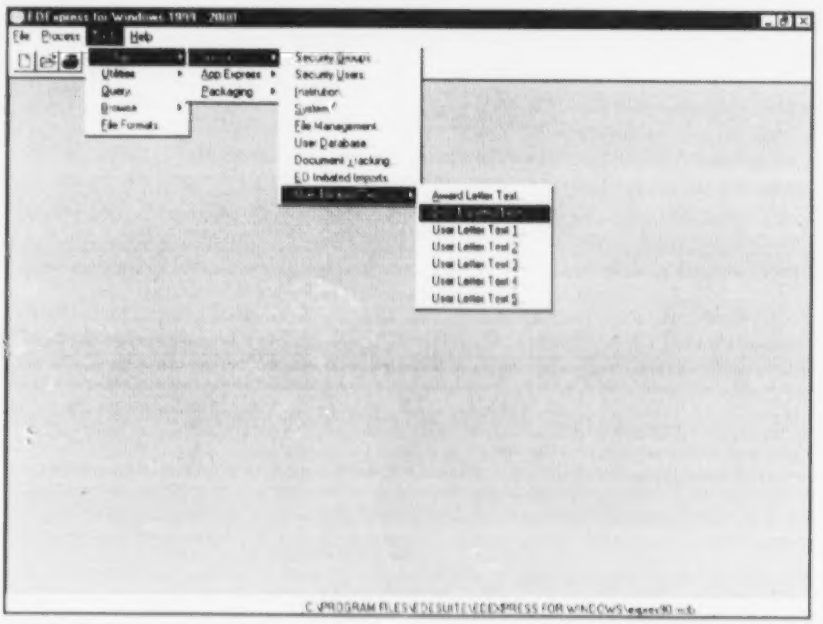
*If you enter a document tracking record and then decide to cancel your entries and start over, click **Cancel** to close the Document Tracking dialog box. Select **Document Tracking** from the Setup menu again, click **Add**, and enter the new record.*

Document Tracking Letter Text

If you wish to request missing documents from the student, you will need to define the text that will appear on the document tracking letter. You may change or update the text at any time.

To create document tracking letter text, select ***Tools/Setup.***

Click ***Global/User-Defined Text*** *and* ***Doc Tr Letter Text.***



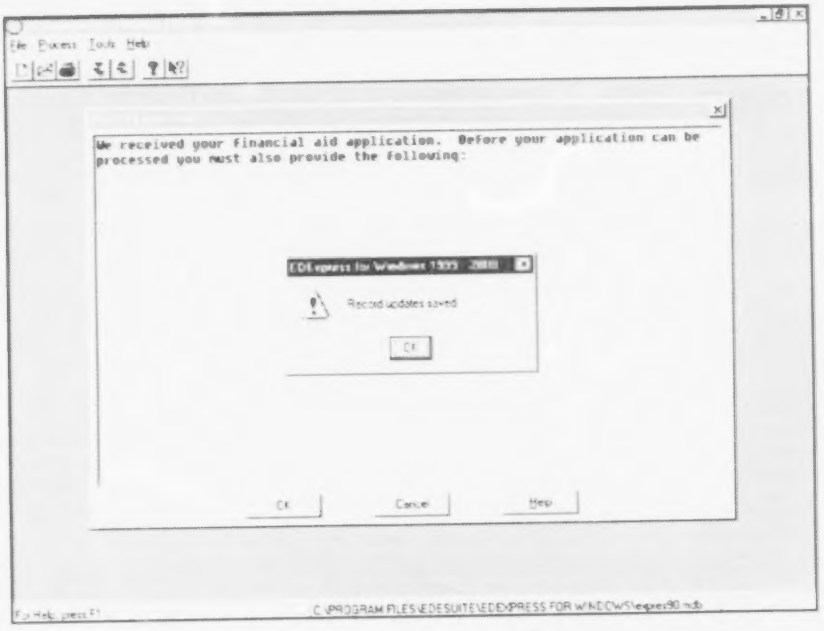
The Entry box is blank. Begin typing your letter.

You can enter up to 12 lines of text.

Click on the Help button for more information about creating letters.

We received your financial aid application. Before your application can be processed you must also provide the following:
OK
Cancel
Help

*This is a sample of entered text. Click **OK** to save your letter*


We received your financial aid application. Before your application can be processed you must also provide the following:
Record updates saved
OK
OK
Cancel
Help

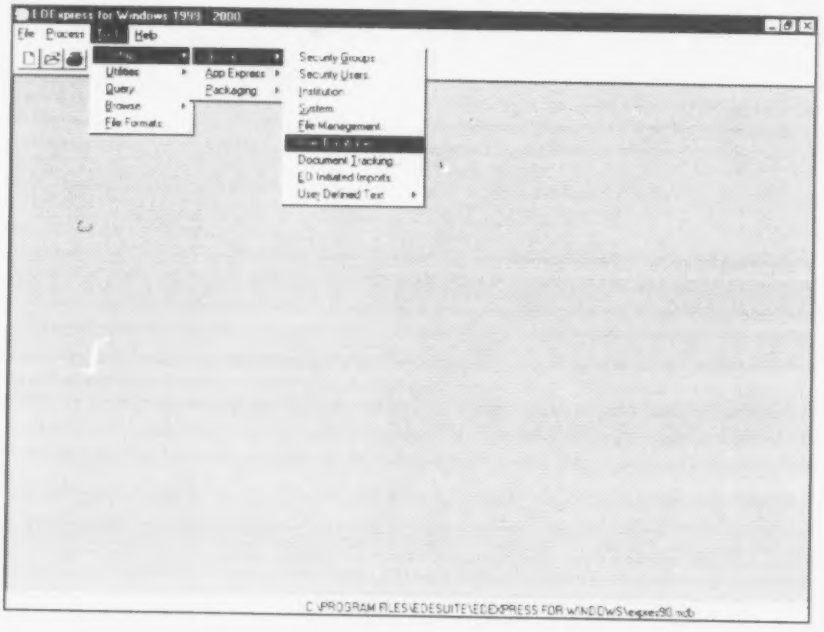
The printed letter includes your text and the document description for each document requested

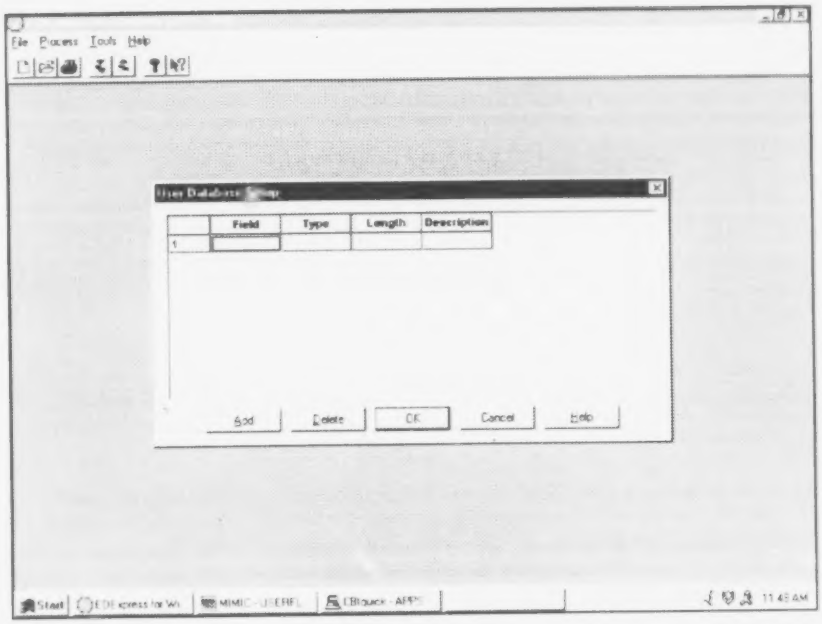
*Click **OK**, and **OK** again*

User-Defined Fields

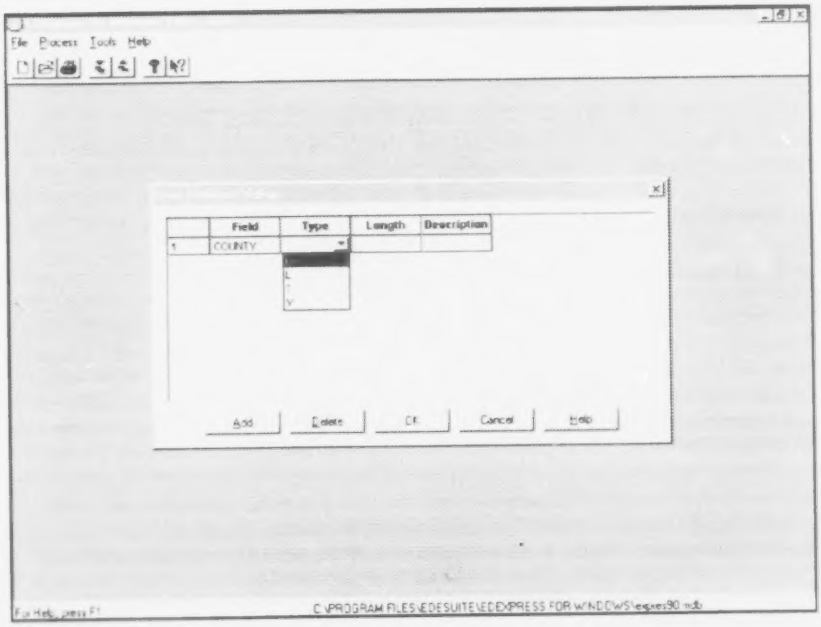
The User Database function allows you to create an unlimited number of fields for the data your institution requires. For example, you can create fields for information collected on the FAFSA, packaging record, loan record, or other institutional form to more fully integrate EDE into your institution's aid process. You can also create fields for this data and store it in the database for all EDExpress functions.

Select ***Tools/Setup/ Global/User Database***





*Click in the first empty cell in the **Field Name** column and enter the field name. You can create an unlimited number of fields up to 40 characters in length.*



*Click in the adjacent cell in the Type column and enter the field type (**D** - Date, **L** - Numeric, **T** - Text, **Y** - Yes/No). Or click the **down** arrow to select the type from a list.*

You can also create user-defined fields within the App Express function. In this example we have determined that we need to collect one piece of information not included in the ISIR: county of residence. The Type column is set to "T" and will accept only text characters in this field. You can find this information easily in student records by clicking on the User Data tab.

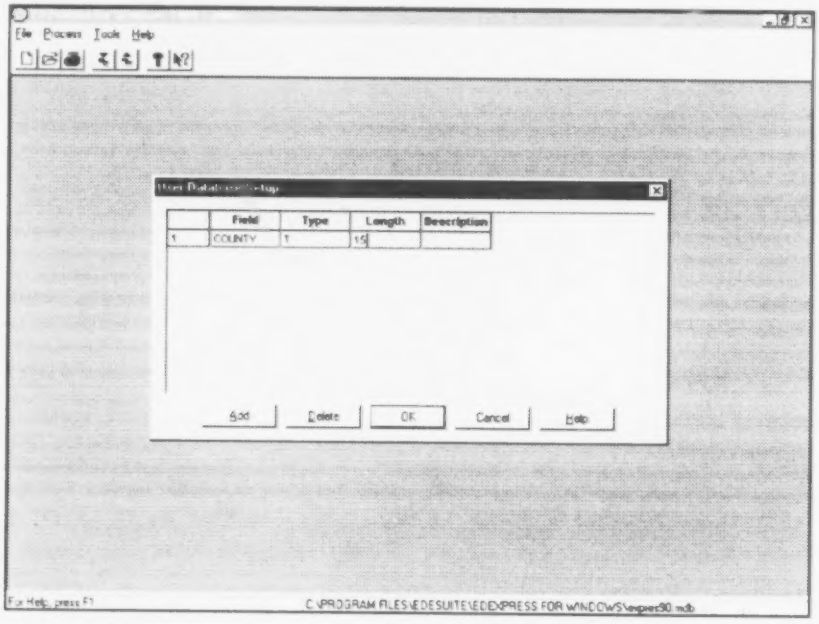
You can print your institution data fields with the application print report. These additional fields (or questions) are not transmitted with the rest of the application data to the CPS. Instead they are matched up with ISIR data when an ISIR is imported into EDExpress. You can then print them as an additional page to the ISIR.

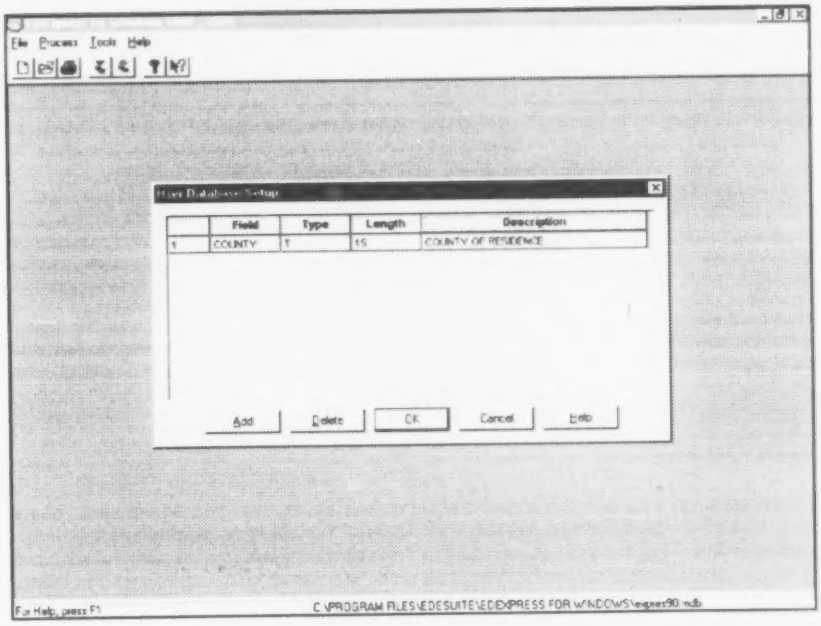
*Click in the adjacent cell in the **Length** column and type the field length.*

Maximum length for each type:

- *Character – 40*
- *Numeric – 10*
- *Date – 8 (only available entry)*
- *Y/N - 1*

*Press **Enter** to add another field.*





*Click the **Description** cell enter a description of the field you want to create.*

Tip

To add multiple user-defined fields, click the Add button before you click OK and exit the user database.

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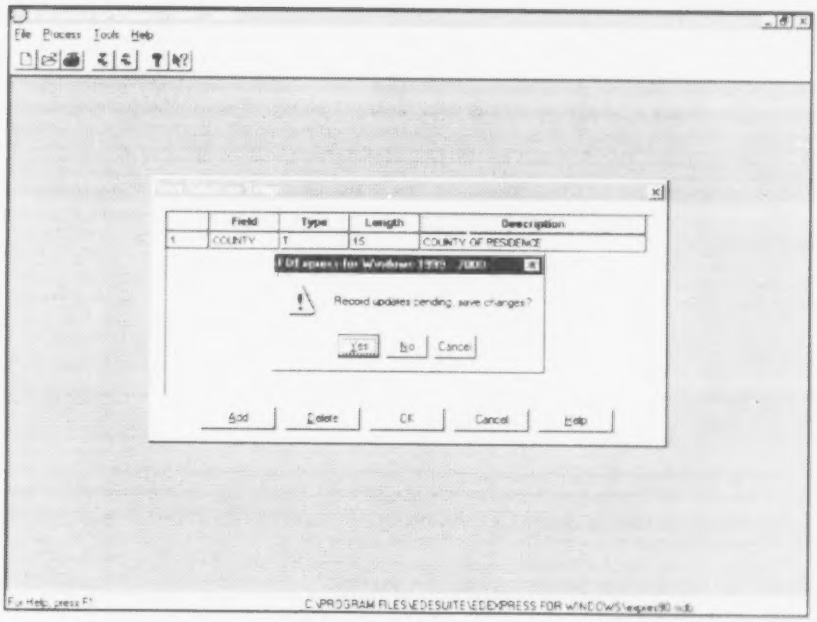
*Click **Yes** to save, then click **OK** to return to the Setup menu box.*



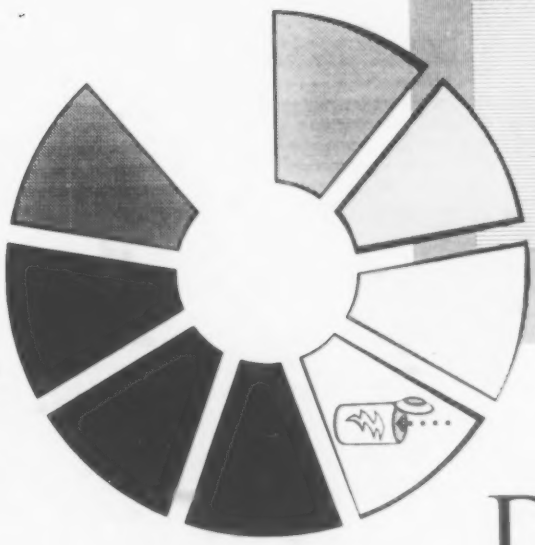
Tip

You can modify or add user-defined fields as long as no record in your database contains data for the fields. If any records contain data in user-defined fields, you must delete all user-defined fields and recreate them.

Discussion Questions for Chapter 3

1. Can you use AND and OR in the same query statement?
2. How can you change a query statement if you make a mistake?
3. Can you keep electronic notes about individual records?
4. How can you store County of Residence requested as part of the student's record?

Chapter 4



Electronic FAFSA Part 1

Data from the Free Application for Federal Student Aid (FAFSA) can be entered electronically on the FAFSA tab in the EDExpress Application Processing module. Once the FAFSA data has been entered, it can be exported and transmitted electronically to the Central Processing System (CPS) using the Title IV WAN EDconnect software. The FAFSA data is processed by the CPS and returned to the institution as an electronic ISIR, again using EDconnect and EDExpress. ISIR data can then be used in the Packaging, Direct Loan, SSCR, or Pell Payment functions.

4 Electronic FAFSA (Part 1)

Objectives

1. Identify the three electronic application entry methods and their uses.
2. Create a new application record.
   - Calculate an estimated EFC.
   - Calculate tax paid.
3. Learn how to save a new record.
4. Identify use of override codes.

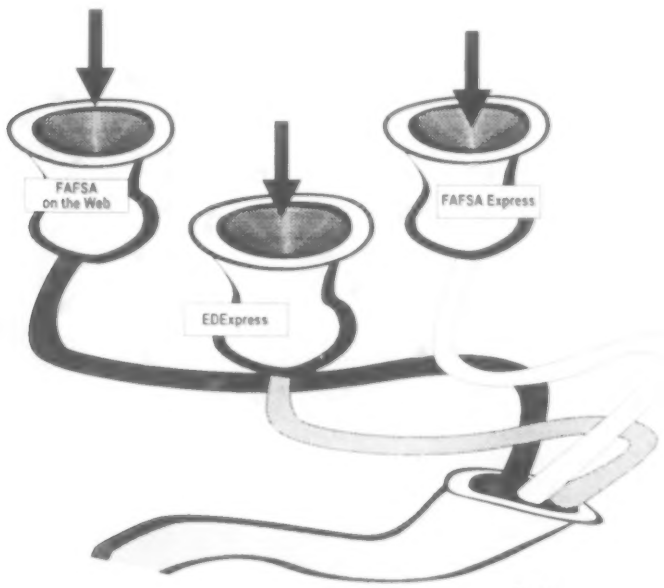
Where Electronic Data Comes From
FAFSA on the Web
FAFSA Express
EDExpress
Your School's Database
This way to Title IV WAN
Where Data Goes
Export Applications
Things You Can Do With Data
Print FAFSAs and Lists

Three Alternatives to Paper

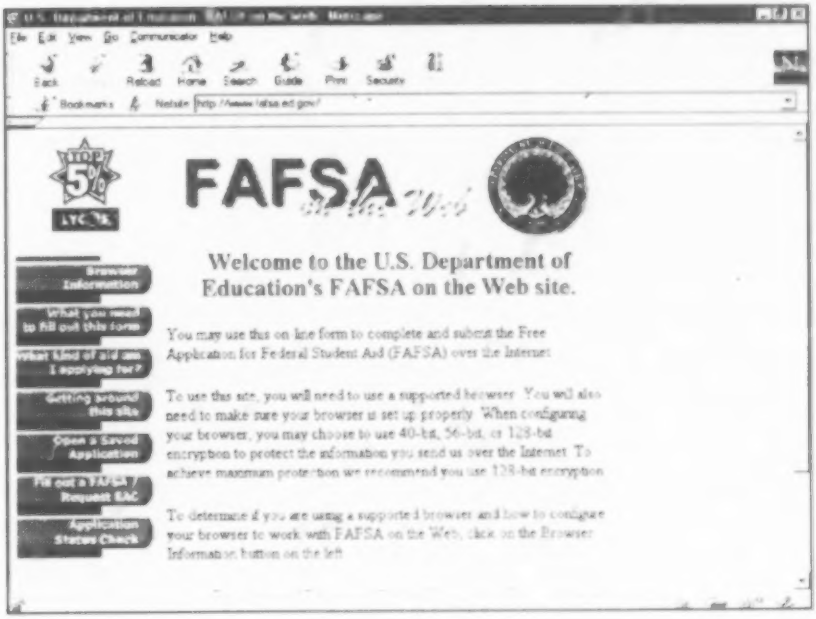
Currently there are three methods of creating an initial electronic application, all of which are superior to using paper—EDExpress for Windows, FAFSA Express, and the most recent addition, FAFSA on the Web. Each method has benefits and considerations. You may use any or a combination of all three methods to create applications. Choose the combination that best fits the needs of your students and institution.

Benefits of all three methods

- Complete data entry at point of entry. The student or official must fill in all the fields necessary for FAFSA processing before sending data to the CPS.
- The data entered is edited for valid field content.
- No electronically-generated records are rejected for lack of valid content in the software-edited fields. Built-in edits significantly reduces the reject rate.
- End of entry edits assure data consistency.
- The data entry screens in two of the three methods mimic the paper FAFSA. FAFSA on the Web uses an interview format that contains the same information but is slightly different from the paper FAFSA.
- Faster processing time.
- Can perform reject and assumption overrides before transmitting data.



FAFSA on the Web


FAFSA on the Web
Welcome to the U.S. Department of Education's FAFSA on the Web site.
You may use this on line form to complete and submit the Free Application for Federal Student Aid (FAFSA) over the Internet.
To use this site, you will need to use a supported browser. You will also need to make sure your browser is set up properly. When configuring your browser, you may choose to use 40-bit, 56-bit, or 128-bit encryption to protect the information you send us over the Internet. To achieve maximum protection we recommend you use 128-bit encryption.
To determine if you are using a supported browser and how to configure your browser to work with FAFSA on the Web, click on the Browser Information button on the left.
Browser Information
What you need to fill out this form
What kind of aid am I applying for?
Getting around this site
Open a Saved Application
Fill out a FAFSA? Request EAC
Application Status Check

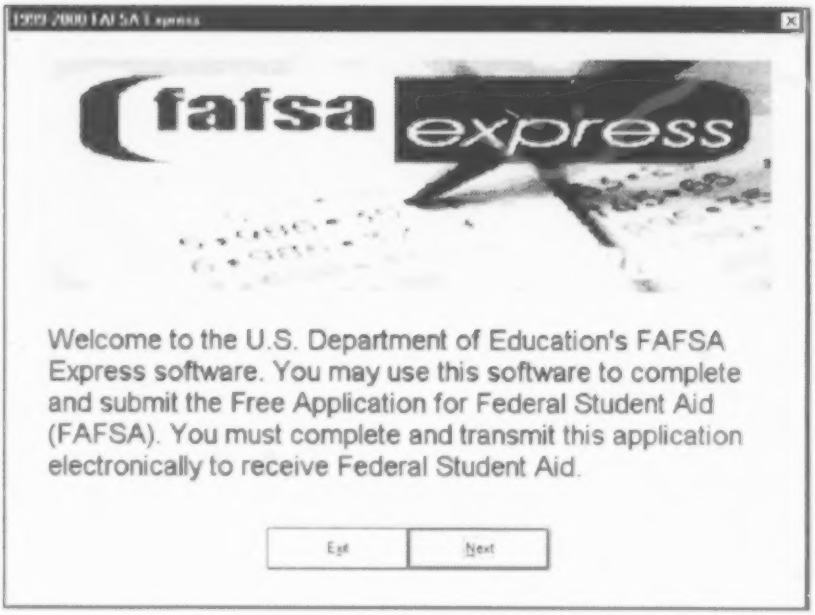
Benefits

- There are no record retention requirements for the school.
- Anyone with Internet access can apply for financial aid.
- End of entry edits prevent application rejections.
- The FAFSAs reach the CPS quickly.
- For Renewal FAFSA on the Web, data is already provided from the previous year.
- Renewal FAFSA does not require a signature page from the student. However, renewal FAFSAs for dependent students still require a parent's signature.

Considerations

- You need to have adequate equipment and space if students use FAFSA on the Web at your campus office.
- PCs must have Internet access as well as the domestic versions of Netscape Navigator 3.0-3.04 (Windows 3.1, Windows 95, Windows NT, or Macintosh), Netscape Navigator 4.0-4.05 (Windows 3.1, Windows 95, or Windows NT), or Internet Explorer 4.0 and 4.01 with Service Pack 1 (Windows 95 or Windows NT).
- Since the FAFSA on the Web requires students to print a signature page, a printer is essential for optimal turnaround.

FAFSA Express


1999-2000 FAFSA Express
fafsa express
Welcome to the U.S. Department of Education's FAFSA Express software. You may use this software to complete and submit the Free Application for Federal Student Aid (FAFSA). You must complete and transmit this application electronically to receive Federal Student Aid.
Exit
Next

Benefits

- The student may enter data from home or from any PC that has a modem.
- The application data is received quickly by the CPS.
- The student's data is checked for validity before transmitting, reducing the error rate.
- There are no record retention requirements for the school.

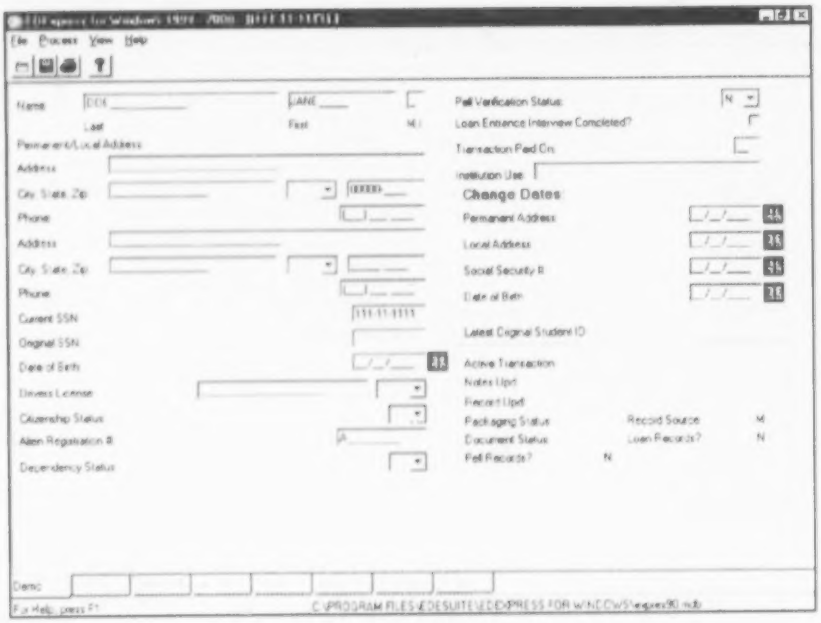
Considerations

- You need to have adequate equipment and space if students use FAFSA Express at your campus office.
- PCs must have a modem and access to a phone line.
- Since FAFSA Express requires most students to print and submit a signature page, a printer is essential for optimum turnaround.

How to Get FAFSA Express

- Call CPS Customer Service at 800/801-0576.
- Download from the Department of Education's web page at http://www.ed.gov/offices/OPE/express.html

Express for Windows



Benefits

- FAA personnel can set reject, dependency, and assumption override codes.
- FAA personnel can calculate the estimated EFC and taxes paid.
- FAA personnel can easily manage entered data.
- The person entering the data controls the process.
- Since the school retains the signature page, the FAFSAs are sent to the CPS and processed quickly.
- Expert entry reduces the reject rate significantly.

Considerations

- Schools need to plan data entry time for staff.
- Schools should establish a process for maintaining application records; the original signature FAFSA must be kept by the school.
- FAA personnel should have a completed FAFSA before entering data.
- Expert entry reduces the need for ISIR corrections.

Creating a New Application—FAA Entry in EDExpress

All student records within the various functions of EDExpress are connected to a single demographic record. Therefore, when you enter a new student application, you must begin by creating a demographic record before creating any other student record. EDExpress uses this information as default settings for records that require duplicate information (i.e., the student's name and SSN). The layout of the questions on the screen mirrors the FAFSA.

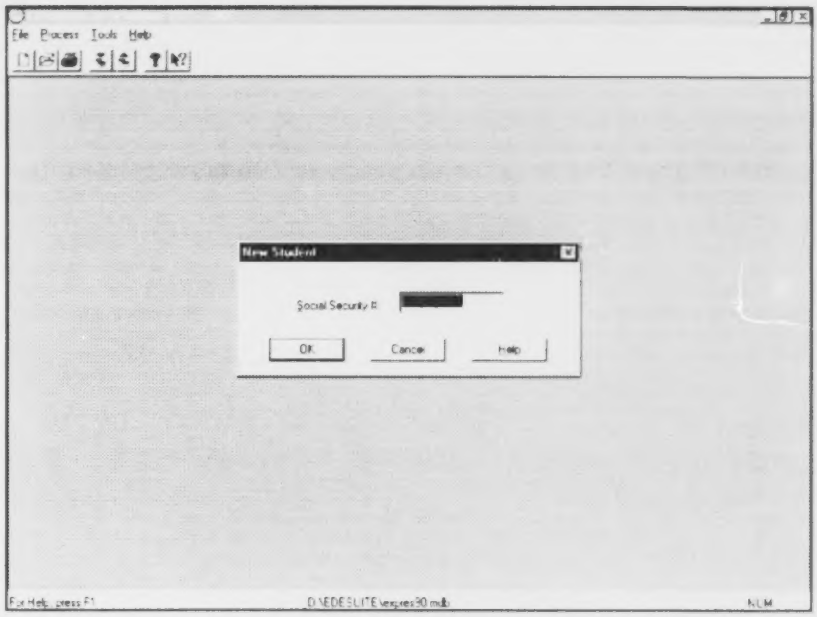
To enter a new FAFSA application

*Select **File/New** from the menu bar.*

Tip

A complete demographic record provides a basis for creating subsequent records more accurately and quickly.

97



Type the student's Social Secunty Number in the text entry box. Click **OK** *or press* ***Enter***

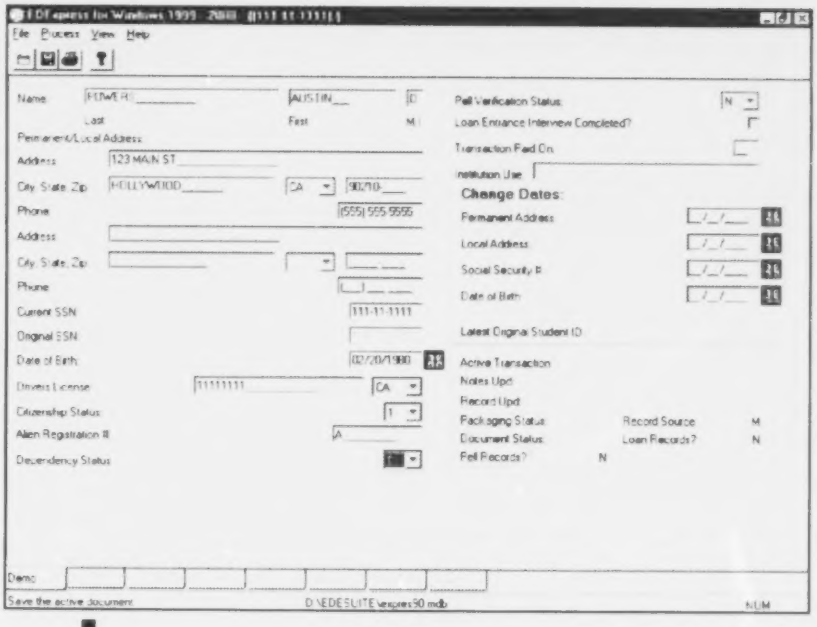
Demo Record

The demographic record is the default screen that appears each time you open a student record.

Enter the student's demographic data in the appropriate fields.

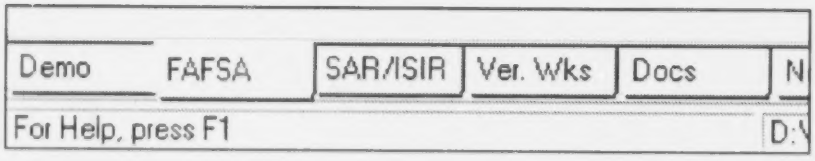
Last name or first name and current SSN are the only fields required to create a demo record.

*Select **File/Save** to save the demographic record.*



The tabs on the bottom of the screen help you navigate through all EDExpress functions for student records.

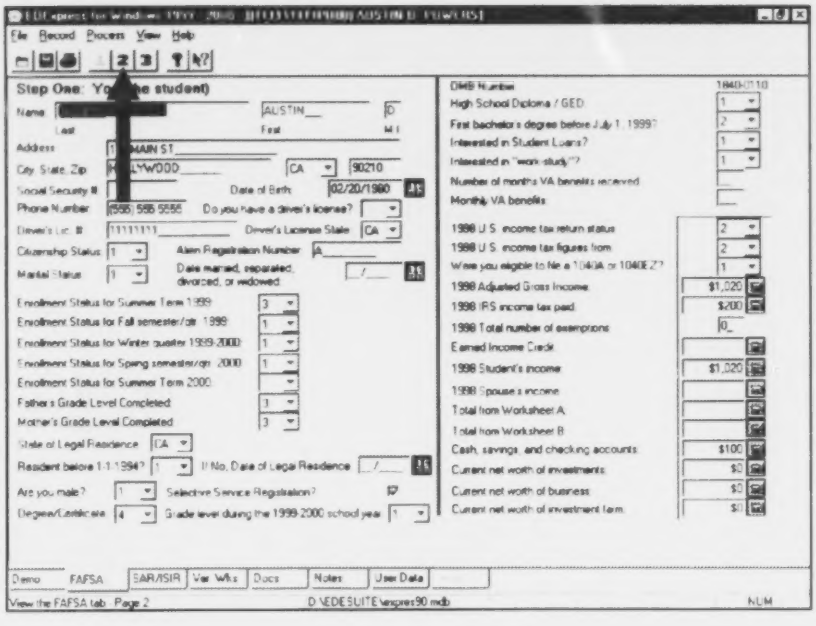
Click on the FAFSA tab to open the new FAFSA record for this student.



Tip

Required entry fields are yellow. Student data areas are outlined in yellow. Parental data areas are outlined in purple.

Entry Screen 1


File Record Process View Help
Step One: You (the student)
Name POWERS AUSTIN D
Address 123 MAIN ST
City, State, Zip HOLLYWOOD CA 90210
Social Security # Date of Birth 02/20/1980
Phone Number (555) 555 5555 Do you have a driver's license?
Driver's Lic. # 11111111 Driver's License State CA
Citizenship Status 1 Alien Registration Number
Marital Status 1 Date married, separated, divorced, or widowed
Enrollment Status for Summer Term 1999 3
Enrollment Status for Fall semester/qtr. 1999 1
Enrollment Status for Winter quarter 1999-2000 1
Enrollment Status for Spring semester/qtr. 2000 1
Enrollment Status for Summer Term 2000
Father's Grade Level Completed 3
Mother's Grade Level Completed 3
State of Legal Residence CA
Resident before 1-1-1994? 1 If No, Date of Legal Residence
Are you male? 1 Selective Service Registration?
Degree/Certificate 4 Grade level during the 1999-2000 school year 1
OMB Number 1840-0110
High School Diploma / GED 1
First bachelor's degree before July 1, 1999? 2
Interested in Student Loans? 1
Interested in "work-study"? 1
Number of months VA benefits received
Monthly VA benefits
1998 U.S. income tax return status 2
1998 U.S. income tax figures from 2
Were you eligible to file a 1040A or 1040EZ? 1
1998 Adjusted Gross Income $1,020
1998 IRS income tax paid $200
1998 Total number of exemptions 0
Earned Income Credit
1998 Student's income $1,020
1998 Spouse's income
Total from Worksheet A
Total from Worksheet B
Cash, savings, and checking accounts $100
Current net worth of investments $0
Current net worth of business $0
Current net worth of investment farm $0
Demo FAFSA SAR/ISIR Var Wks Docs Notes User Data
View the FAFSA tab Page 2
D:\EDESUITE\exprss90.mdb
NUM

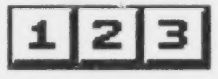
Screen 1 includes questions from the FAFSA Step 1.

Type the application data in the appropriate field.

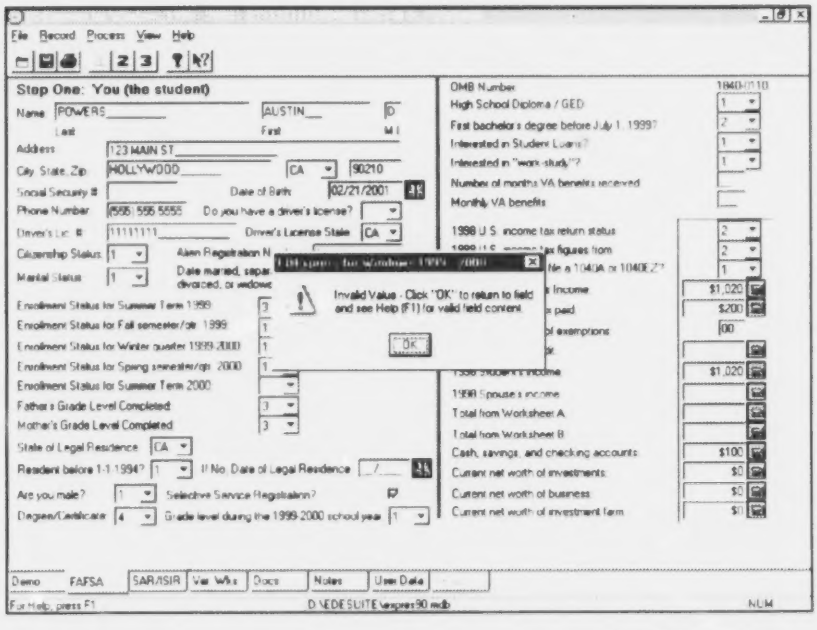
*Press **Tab** to move forward from field to field, press **Shift-Tab** to move in reverse, or use your mouse to click directly on the field.*

Required fields are highlighted in yellow.

To move to the next FAFSA screen, click the button numbered 2 on the toolbar.



PAGE NUMBER BUTTONS.


File Record Process View Help
Step One: You (the student)
Name POWERS AUSTIN D
Address 123 MAIN ST
City, State, Zip HOLLYWOOD CA 90210
Social Security # Date of Birth 02/21/2001
Phone Number (555) 555 5555 Do you have a driver's license?
Driver's Lic. # 11111111 Driver's License State CA
Invalid Value - Click "OK" to return to field and see Help (F1) for valid field content.
OK
Demo FAFSA SAR/ISIR Var Wks Docs Notes User Data
For Help, press F1
D:\EDESUITE\exprss90.mdb
NUM

*If invalid data is entered, you will receive an invalid entry message. When you click **OK**, the cursor will be on the first field that has a problem.*

Press F1 for help to see valid and required data entries.

Note: EDExpress edits for valid and required data before allowing you to proceed to the next page.

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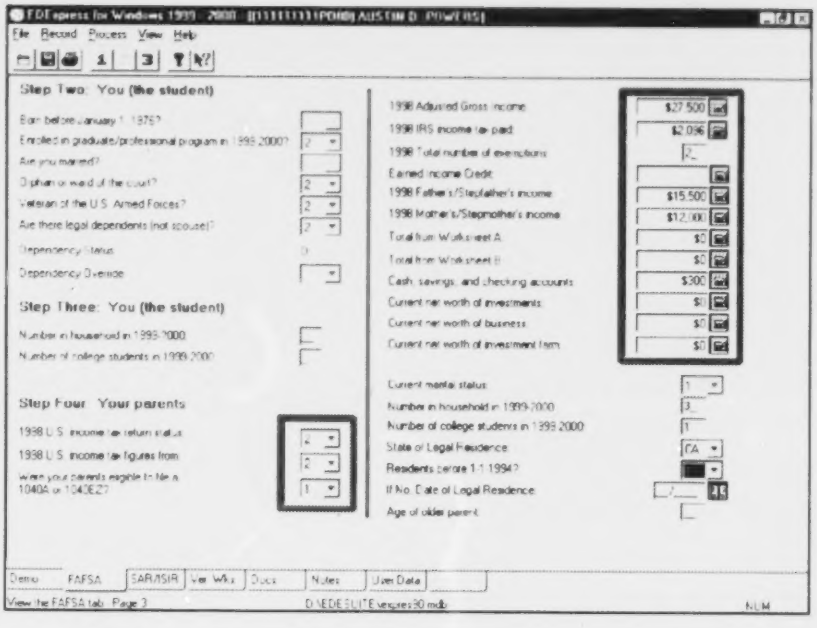
4 Electronic FAFSA (Part 1)

Entry Screen 2

Screen 2 includes FAFSA Steps 2, 3 and 4

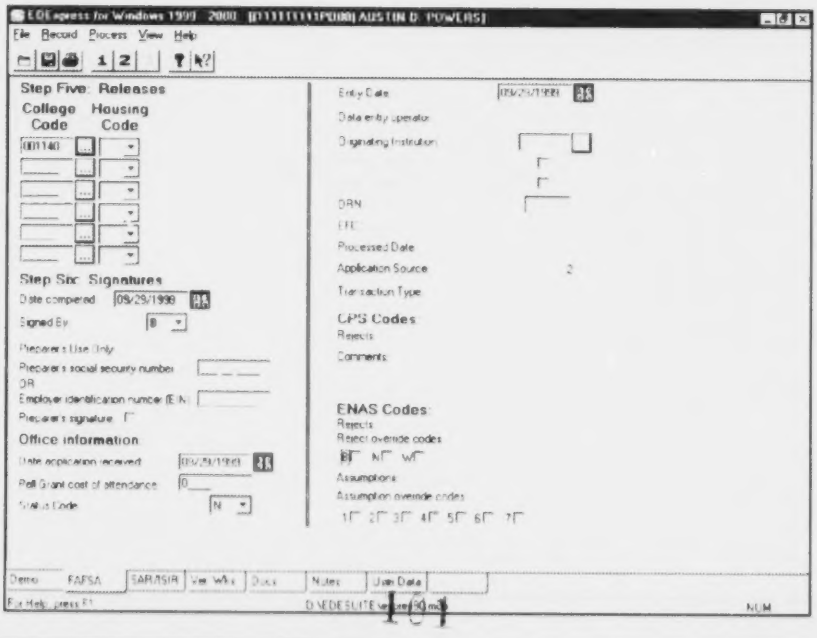
*Click on the **User Data** tab at any time to view or update the user-defined fields.*

Enter parental data (outlined in purple) for dependent students. (You can enter parental data for independent students if needed for certain programs.)

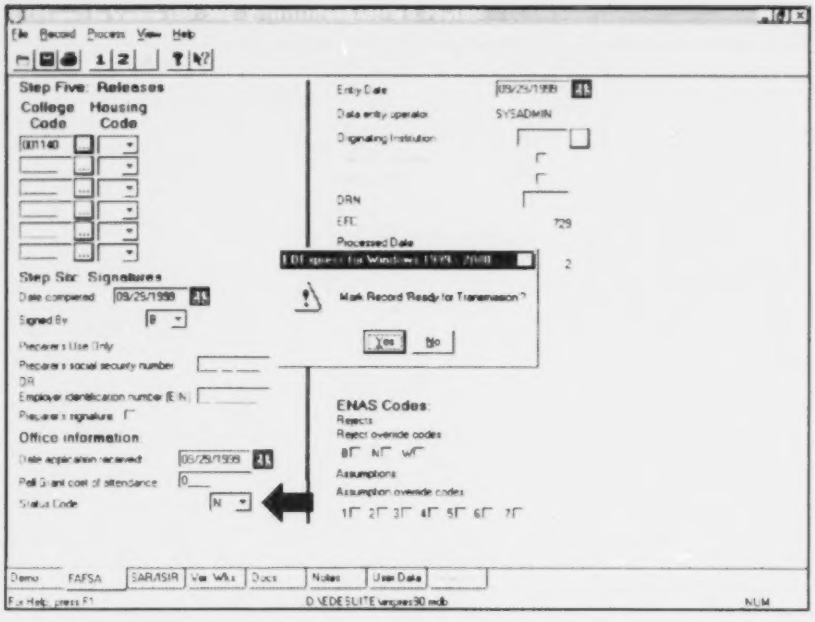

File Record Process View Help
Step Two: You (the student)
Born before January 1, 1975?
Enrolled in graduate/professional program in 1999-2000?
Are you married?
Orphan or ward of the court?
Veteran of the U.S. Armed Forces?
Are there legal dependents (not spouse)?
Dependency Status
Dependency Override
Step Three: You (the student)
Number in household in 1999-2000
Number of college students in 1999-2000
Step Four: Your parents
1998 U.S. income tax return status
1998 U.S. income tax figures from
were your parents eligible to file a 1040A or 1040EZ?
1998 Adjusted Gross Income
1998 IRS income tax paid
1998 Total number of exemptions
Earned Income Credit
1998 Father's/Stepfather's income
1998 Mother's/Stepmother's income
Total from Worksheet A
Total from Worksheet B
Cash, savings, and checking accounts
Current net worth of investments
Current net worth of business
Current net worth of investment farm
Current marital status
Number in household in 1999-2000
Number of college students in 1999-2000
State of Legal Residence
Residents before 1-1-1994?
If No, Date of Legal Residence
Age of older parent
Demo FAFSA SAR/ISIR Ver. Wks Docs Notes User Data
View the FAFSA tab. Page 3
NUM

Entry Screen 3

Screen 3 includes FAFSA Steps 5 and 6, office information, and assumption and reject override codes.



Saving a Record



*Select **File/Save** to save the record to the database.*

*If you have not entered data in all required fields, EDExpress prompts you to do so before it will save the record. Press **F1** to see valid entries for required fields.*

During the save process, EDExpress performs end-of-entry edits verifying the contents of fields. This process will identify any discrepancy between data fields, thereby preventing potential rejects by CPS.

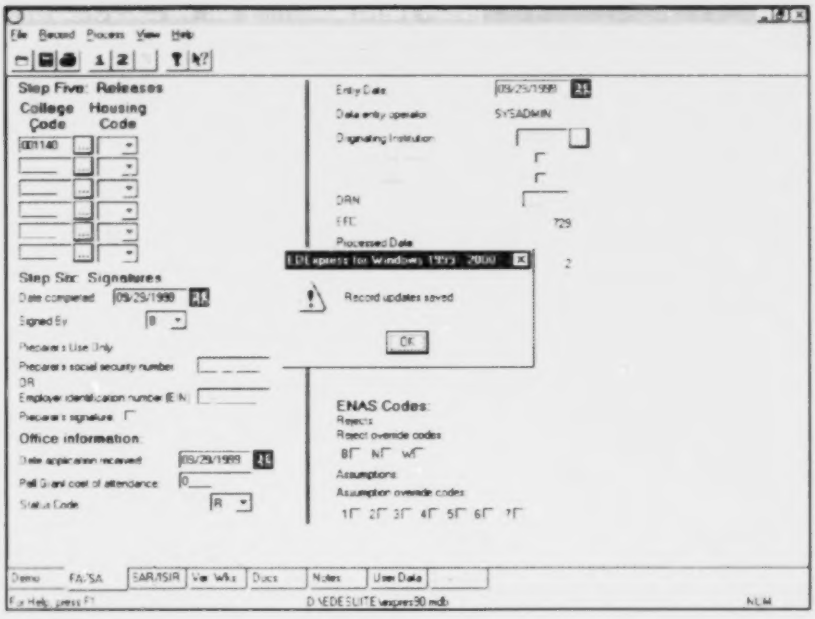
However, the FAA must manually enter the appropriate reject override or assumption override code(s) if applicable.

*Click **Yes** if the record is ready to transmit, or click **No** if it is not ready.*

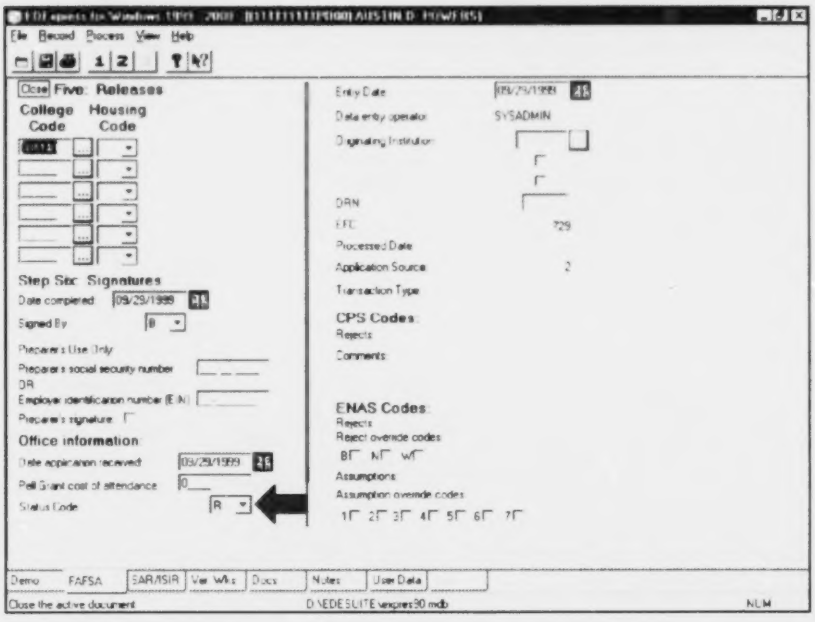
Tip

If a record is marked Ready for Transmission, the status code changes from N *to* R. *It will then be included in the next batch of exported applications.*

*Click **OK** to save the file*



*The status code of the record changes to **R** for "Ready for transmission."*



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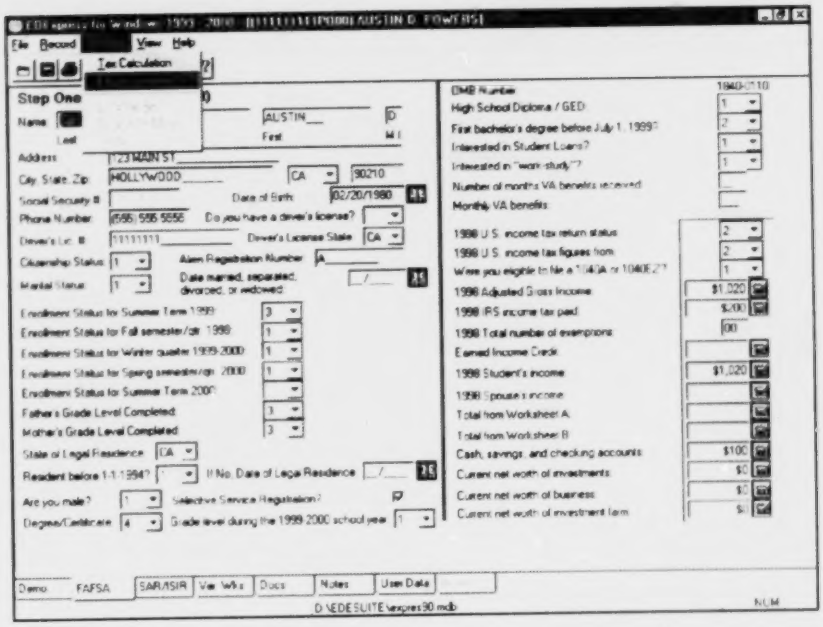
Calculate an Estimated EFC

You can calculate an estimated EFC based on the application data you have entered before the data is sent to CPS. This EFC is for information only; it may not be used for payment of Title IV funds.



To open a file, select ***File/Open*** *and click on the FAFSA tab.*

Select ***Process/EFC Calculation.***

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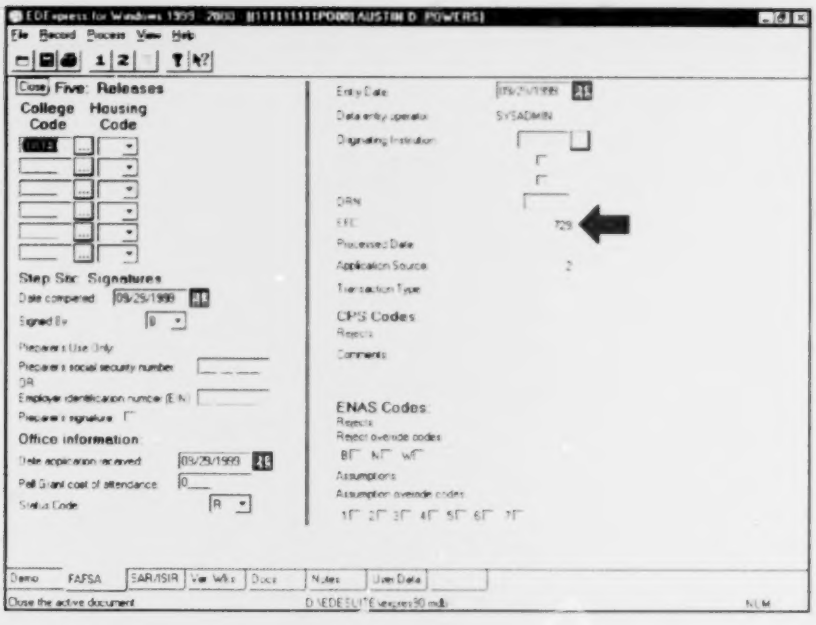
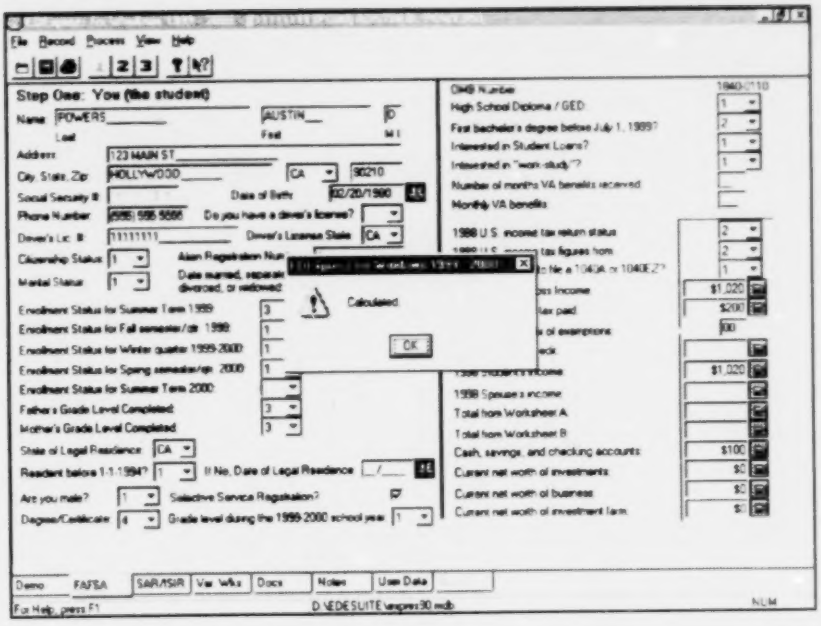
The calculated results appear in a data window and in the EFC field on FAFSA screen 3.

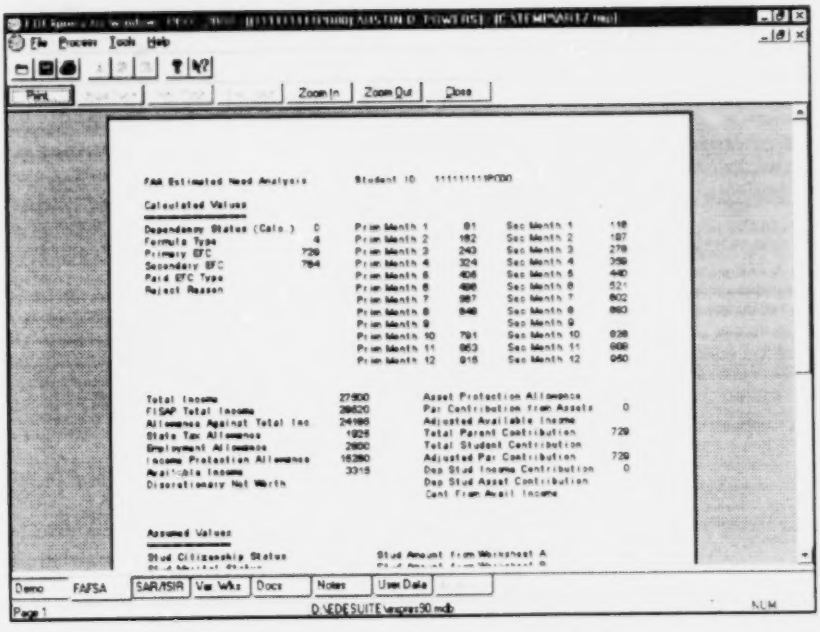


Tip

If you have not entered data in all required fields, EDExpress prompts you to do so before it will perform the calculation. Once you have entered the required data, you can perform this step. Press **F1** *to see valid entries for required fields.*


File Record Process View Help
Step One: You (the student)
Name POWERS AUSTIN D
Address 123 MAIN ST
City, State, Zip HOLLYWOOD CA 90210
Date of Birth 02/20/1980
Driver's Lic. # 11111111
Citizenship Status 1
Marital Status 1
Enrollment Status for Summer Term 1999 3
Enrollment Status for Fall semester/qtr. 1999 1
Enrollment Status for Winter quarter 1999-2000 1
Enrollment Status for Spring semester/qtr. 2000 1
Enrollment Status for Summer Term 2000
Father's Grade Level Completed 3
Mother's Grade Level Completed 3
State of Legal Residence CA
Resident before 1-1-1994? 1
Are you male? 1
Selective Service Registration?
Degree/Certificate 6
Grade level during the 1999-2000 school year 1
OMB Number 1845-0110
High School Diploma / GED 1
First bachelor's degree before July 1, 1999? 2
Interested in Student Loans? 1
Interested in "work-study"? 1
Number of months VA benefits received
Monthly VA benefits
1998 U.S. income tax return status 2
2
1
$1,020
$200
00
$1,020
1998 Spouse's income
Total from Worksheet A
Total from Worksheet B
Cash, savings, and checking accounts $100
Current net worth of investments $0
Current net worth of business $0
Current net worth of investment farm $0
Calculated
OK
Demo FAFSA SAR/ISIR Var Wks Docs Notes User Data
For Help, press F1
D:\EDESUITE\engines30.mdb
NUM

Click **OK**



Upon completing the calculation, an FAA Estimated Need Analysis screen will pop up.

*Click the **magnifying glass** to view the results.*

In addition to the primary and secondary amounts, EFC values are provided for all 12 months. Also included are the intermediate values used in calculating the EFC.

*Click **Print** to print out this information.*

*Click the **Close** button to close the file.*

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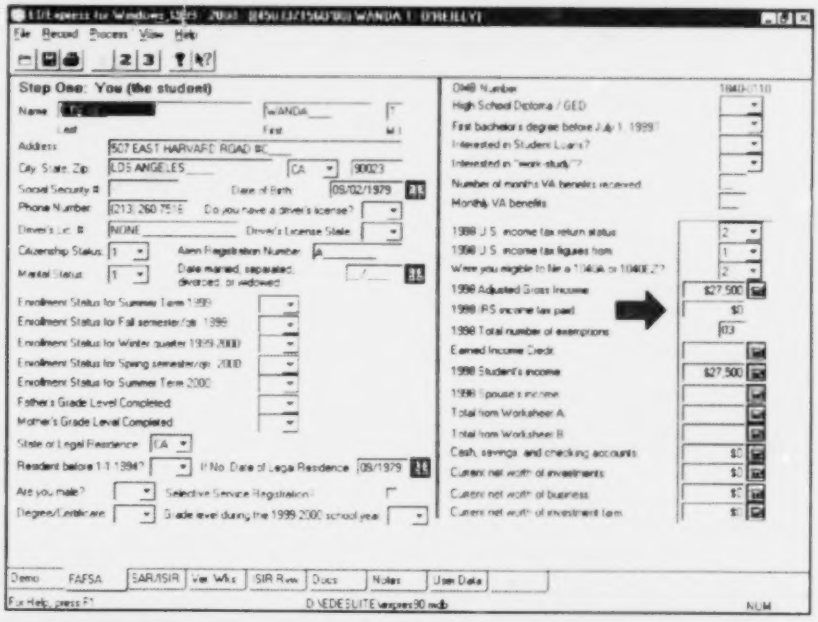
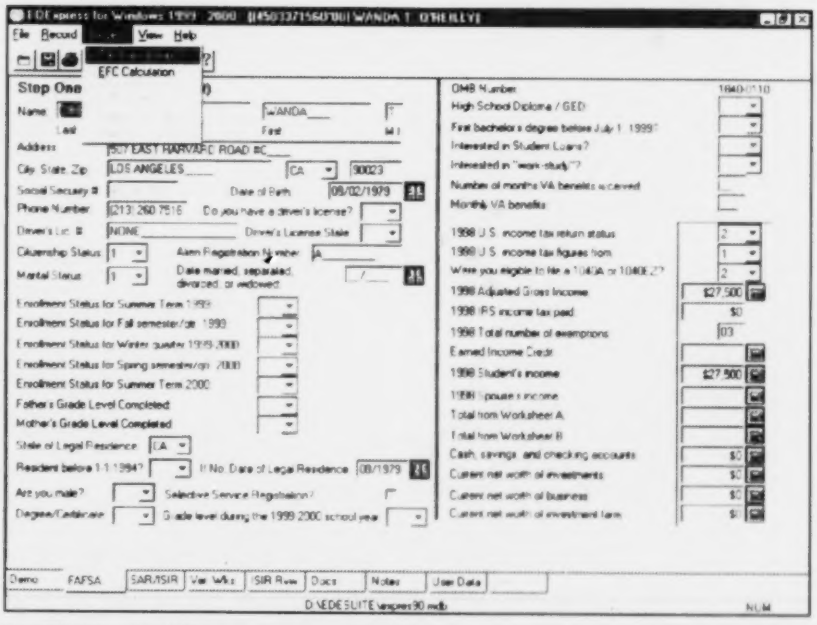
Tax Calculation

If the student or parent has provided only estimated tax information on the paper FAFSA, or if you need to estimate the amount of taxes paid for a new income amount, you can calculate the amount of tax the student/parent would have paid. All required fields (displayed in yellow) must be completed and a value must be present in the tax paid field.

In this example, the tax paid for the student is set to zero.



*Select **Process/Tax Calculation** from the menu.*



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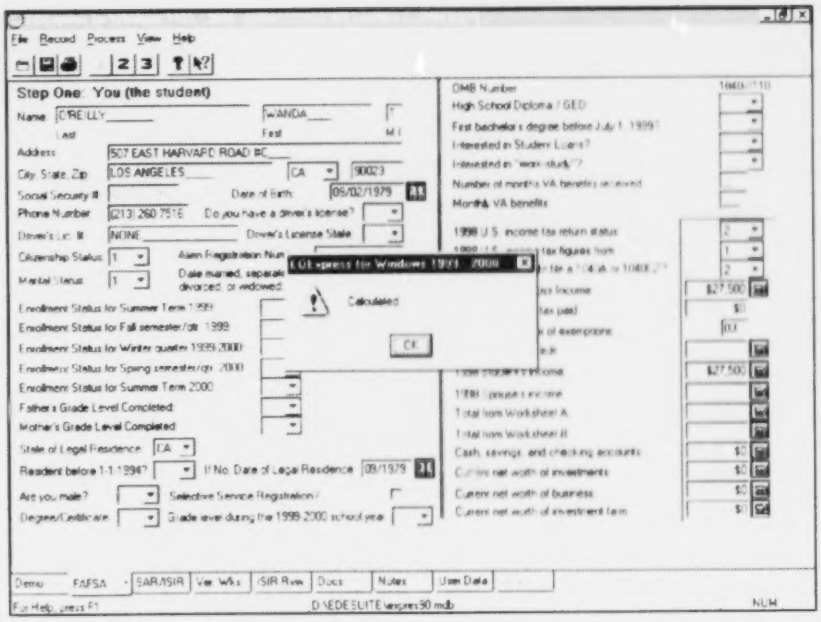
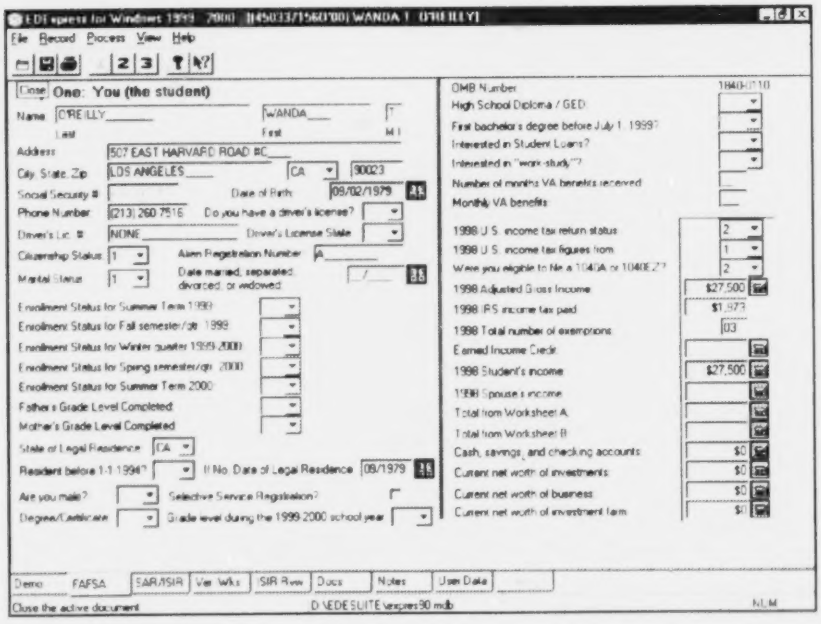


*Click **OK** to continue.*


EDExpress for Windows 1999 - 2000 [[450337/1560'00] WANDA T O'REILLY]
File Record Process View Help
Step One: You (the student)
1998 Adjusted Gross Income $27,500
1998 IRS income tax paid $1,973
1998 Total number of exemptions 03
1998 Student's income $27,500

The new calculated tax amount displays in the field.

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Assumption and Reject Overrides

You can use the FAA entry mode to set assumption, reject, or dependency override codes. If you set a code, the CPS will not assume values when calculating the EFC and will not apply edits that would otherwise reject a record. (Codes and overrides are located on page 3 of the FAFSA.)

Assumption Override Codes

EDExpress for Windows contains edits to identify incomplete and/or questionable application data. Use the following codes to override these assumptions.

Assumption Override	Description	Results of Set Flag
1	Parents' number in college assumed to be 1	Allow number of family members to be equal to the number in college when they are equal and greater than 2
2	Parents' number in college assumed to be 1	Allow number in college to be greater than 6
3	Parents' AGI assumed equal to the sum of father and mother earned income portions	Allow parents' AGI to be zero or blank as entered
4	Student's number in college assumed to be 1	Allow number in college to be equal to number of family members and both greater than 2
5	Student's AGI assumed to be equal to the sum of the student's and spouse's earned income portions	Allow student's AGI to be zero or blank as entered
6	Parents' income from worksheet B assumed to be zero	Allow parents' income from worksheet #3 to be equal or greater than 90% of parents' total income
7	Student's income from worksheet B assumed to be zero	Allow student's income from worksheet #3 to be equal or greater than student's (and spouse's) total income

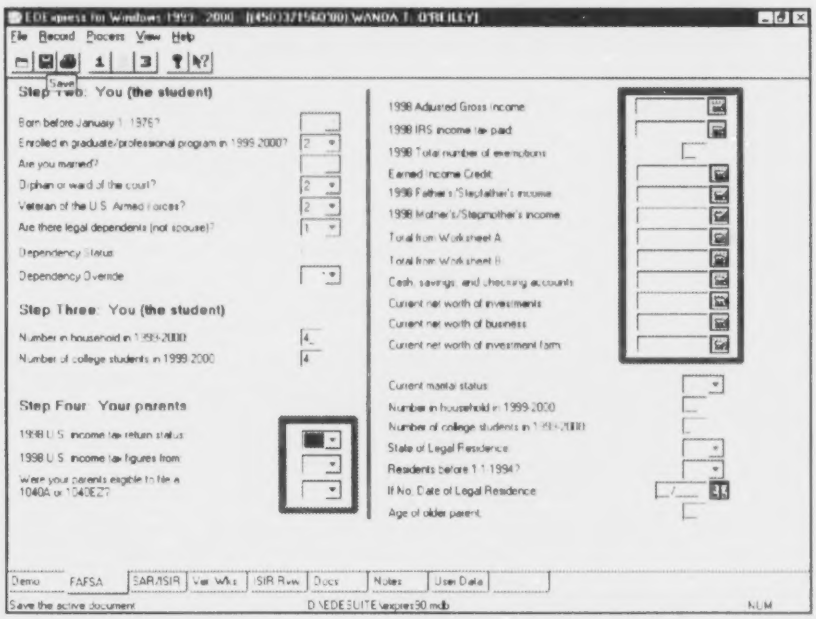
Verifiable FAFSA Reject Codes

These are the only codes for rejected data that you or the student can change or verify as correct. You may revise these data or leave them unchanged.

Reject Code	Reject Reason	Resolution
B	Date of birth since Sept. 1, 1982	Verify or correct the following: —Date of Birth
N	Missing name	Verify or correct the following: —Student's Last Name —Student's First Name
W	Questionable number of family members	*If the applicant is dependent*, verify or correct the following: —Parents' Number of Family Members *If the applicant is independent*, verify or correct the following: —Student's Number of Family Members

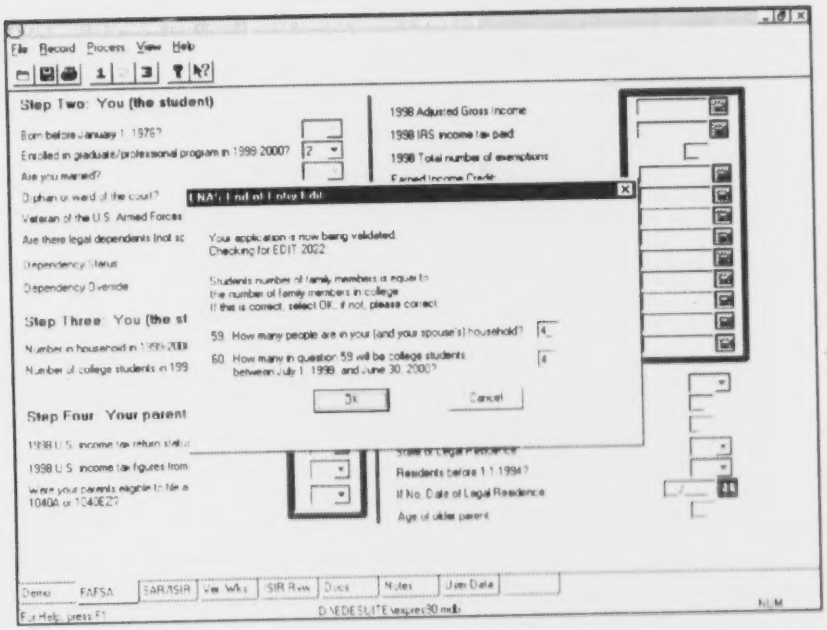
In this example, the applicant has indicated that there are four in the student's household and four in college. Normally, CPS assumes that there is one in college when processing this record. By setting Assumption Override 4, you are indicating to CPS that four in college is correct.

*Type **4** in the **Number in Household in 1999-2000** field and **4** in the **Number of College Students in 1999-2000** field. Select **File, Save**.*

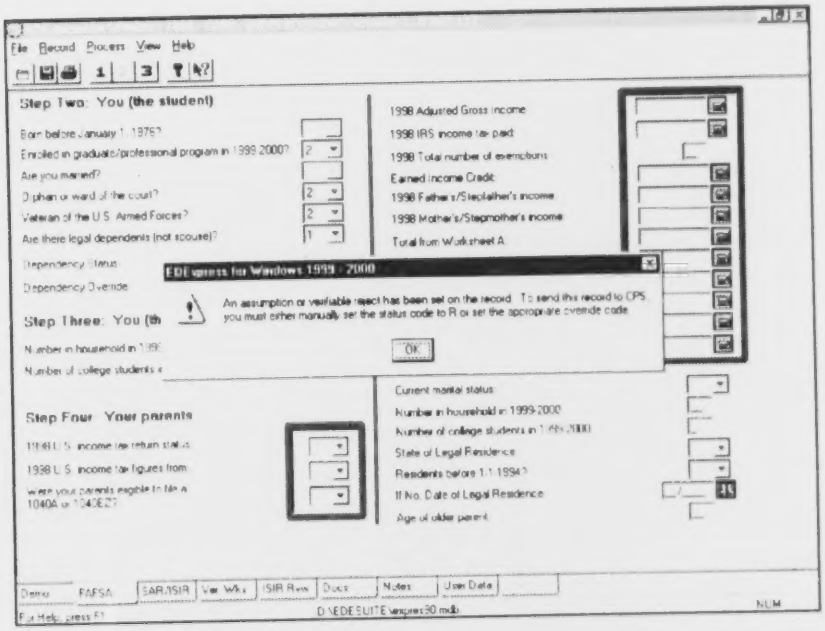


Tip

Use the Desk Reference *as a guide to Reject and Assumption code definitions or click on a specific field and press **F1** for help.*


File Record Process View Help
Step Two: You (the student)
Born before January 1, 1976?
Enrolled in graduate/professional program in 1999-2000?
Are you married?
Diphan or ward of the court?
Veteran of the U.S. Armed Forces
Are there legal dependents (not sc
Dependency Status
Dependency Override
Step Three: You (the st
Number in household in 1999-2000
Number of college students in 199
Step Four: Your parent
1998 U.S. income tax return statu
1998 U.S. income tax figures from
were your parents eligible to file a
1040A or 1040EZ?
1998 Adjusted Gross Income
1998 IRS income tax paid
1998 Total number of exemptions
Earned Income Credit
Residents before 1-1-1994?
If No, Date of Legal Residence
Age of older parent
Your application is now being validated.
Checking for EDIT 2022.
Students number of family members is equal to
the number of family members in college.
If this is correct, select OK; if not, please correct.
59. How many people are in your (and your spouse's) household?
60. How many in question 59 will be college students
between July 1, 1998, and June 30, 2000?
OK
Cancel
Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data
For Help, press F1
D:\EDESUITE\expires30.mdb
NUM

*Click **OK** to indicate that you do not want to change the values in this field.*


File Record Process View Help
Step Two: You (the student)
Born before January 1, 1976?
Enrolled in graduate/professional program in 1999-2000?
Are you married?
Diphan or ward of the court?
Veteran of the U.S. Armed Forces?
Are there legal dependents (not spouse)?
Dependency Status
Dependency Override
Step Three: You (th
Number in household in 199
Number of college students i
Step Four: Your parents
1998 U.S. income tax return status
1998 U.S. income tax figures from
were your parents eligible to file a
1040A or 1040EZ?
1998 Adjusted Gross Income
1998 IRS income tax paid
1998 Total number of exemptions
Earned Income Credit
1998 Father's/Stepfather's income
1998 Mother's/Stepmother's income
Total from Worksheet A
EDExpress for Windows 1999 - 2000
An assumption or verifiable reject has been set on the record. To send this record to CPS,
you must either manually set the status code to R or set the appropriate override code.
OK
Current marital status
Number in household in 1999-2000
Number of college students in 1999-2000
State of Legal Residence
Residents before 1-1-1994?
If No, Date of Legal Residence
Age of older parent
Demo FAFSA SAR/ISIR Ver. Wks ISIR Rvw Docs Notes User Data
For Help, press F1
D:\EDESUITE\expires30.mdb
NUM

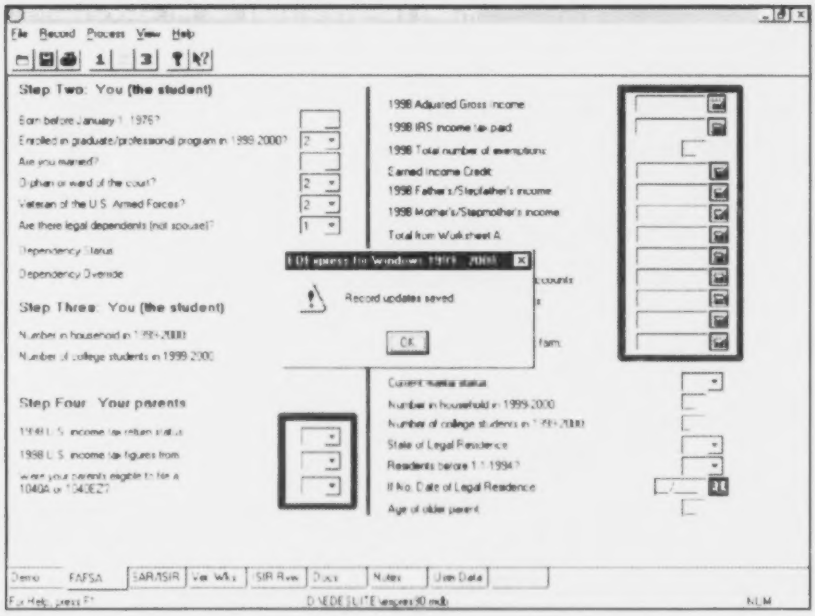
The software marks the record to have an assumption placed on it. A warning appears, instructing you to set the override code.

*Click **OK**.*

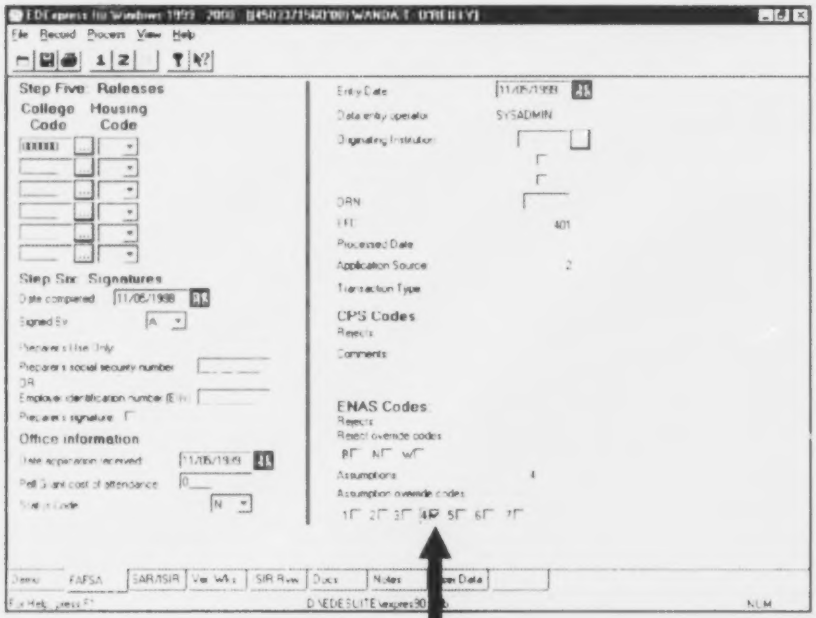
4 Electronic FAFSA (Part 1)

The software saves the record

*Click **OK***


File Record Process View Help
Step Two: You (the student)
Earn before January 1, 1976?
Enrolled in graduate/professional program in 1999-2000?
Are you married?
Orphan or ward of the court?
Veteran of the U.S. Armed Forces?
Are there legal dependents (not spouse)?
Dependency Status
Dependency Override
Step Three: You (the student)
Number in household in 1999-2000
Number of college students in 1999-2000
Step Four: Your parents
1998 U.S. income tax return status
1998 U.S. income tax figures from
Were your parents eligible to file a 1040A or 1040EZ?
1998 Adjusted Gross Income
1998 IRS income tax paid
1998 Total number of exemptions
Earned Income Credit
1998 Father's/Stepfather's income
1998 Mother's/Stepmother's income
Total from Worksheet A
Record updates saved
OK
Current marital status
Number in household in 1999-2000
Number of college students in 1999-2000
State of Legal Residence
Residents before 1/1/1994?
If No, Date of Legal Residence
Age of older parent
Demo FAFSA SAR/SIR Var Wks SIR Rvw Docs Notes User Data
NUM

*Click on the **3** button at the top of the screen to move to screen 3, then click on assumption overnde code **4***



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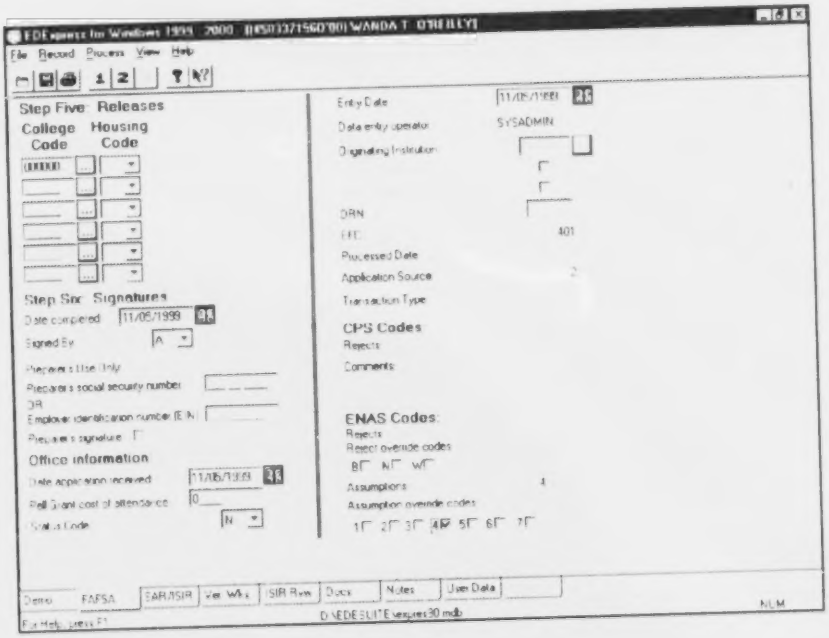
*To see Help about assumption override code 4, press **F1**.*

*When you are finished viewing Help, click **Exit***



*To mark the record ready for transmission, click the down arrow next to the **Status Code** field and click **R***

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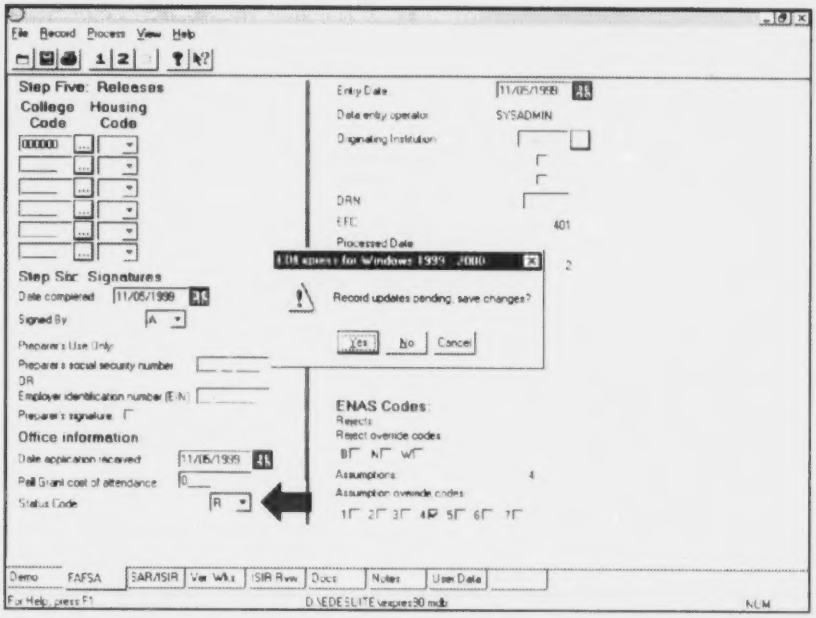
4 Electronic FAFSA (Part 1)

*Click **File/Close** to close the record.*

*Click **Yes** to save your changes.*

*Note the status code is **R** (Ready for transmission). This record is ready to be exported.*



Discussion Questions for Chapter 4

1. What is an advantage of FAFSA Express?
2. Can you use an override code on initial entry?
3. How can you determine the student's eligibility before you send the FAFSA record to the CPS?
4. After a record is saved what must happen before it gets to the Title IV network?
5. If you know that data you are editing will cause the CPS to assume a value when computing the student's record, can you do anything to prevent it?

Chapter 5

Electronic FAFSA Part 2

Entry and saving of the FAFSA data is just the first step in the EDE process. Now the records you enter must be saved in a file that can be transmitted to CPS. You may also need to print a copy of the data you entered or a list of the records you transmitted.

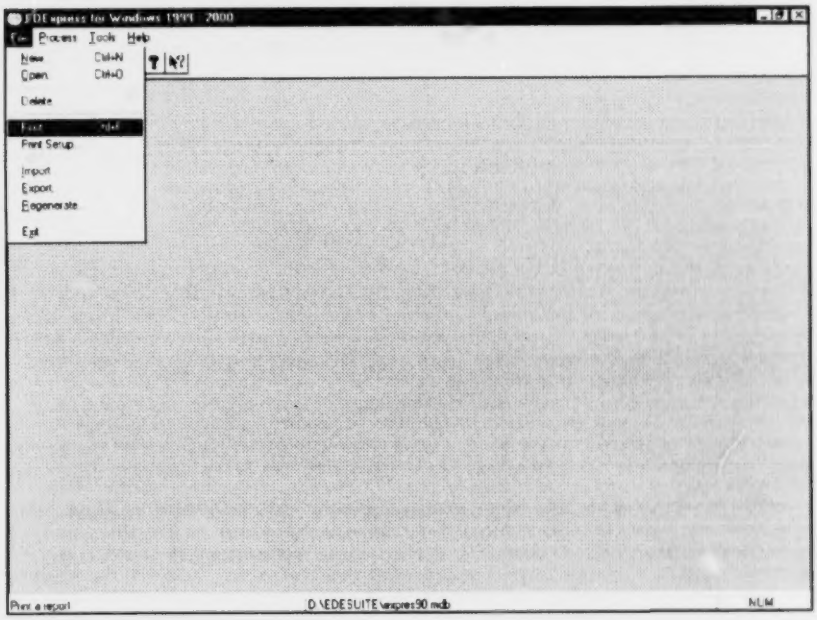
5 Electronic FAFSA (Part 2)

Objectives

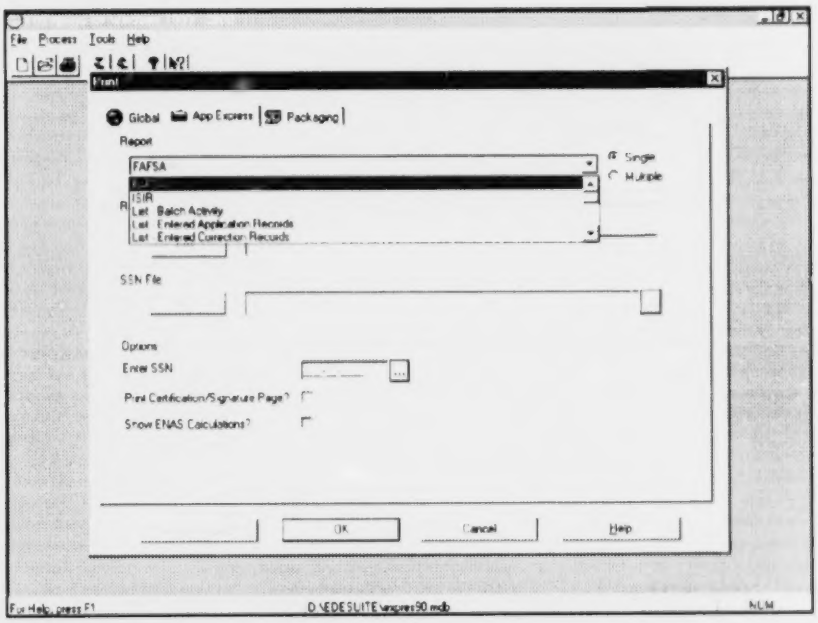
1. Use the print function to print a single entered FAFSA.
2. Export a batch of application records.
3. Identify the use and function of message classes.
4. Browse the batch activity database.
5. Identify components of batch ID.
6. Use the print function to print a list of entered applications.

Printing a Single FAFSA

You may find it necessary to print a copy of the initial application record in the student's file. EDExpress processes the FAFSA Print Report, which is a duplicate of the information recorded on the entry screens. You can print one record at a time or multiple records.



*Select **File/Print** from the menu bar.*



*Select **App Express**.*

*Click the **down** arrow in the Report field to view the items you can print.*

*Select **FAFSA**.*

*Click the **Single** button to the right of the Report field to indicate that you want to print only one record vs. multiple records.*

5 Electronic FAFSA (Part 2)

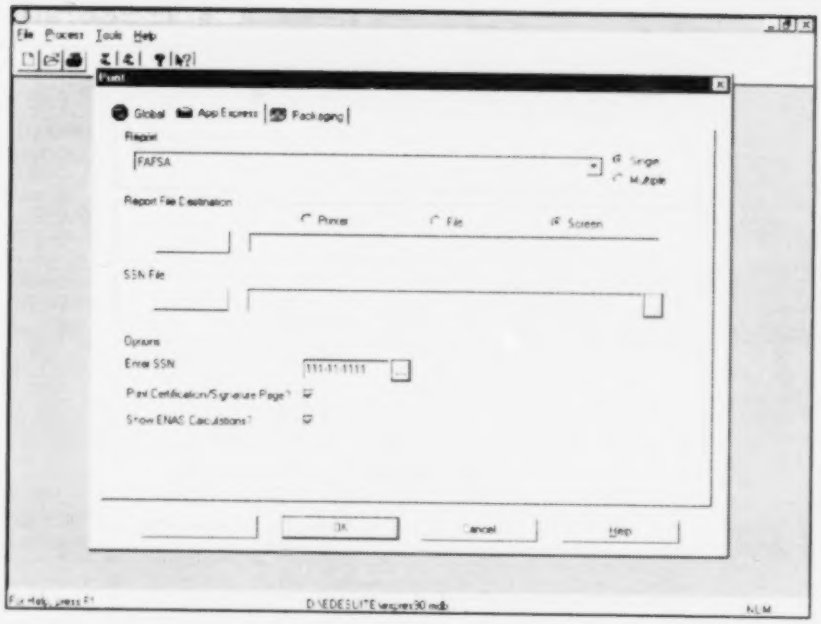
*Click **Screen**, **File** or **Printer** in the Report File Destination field.*

Enter the student's Social Security Number in the Enter SSN field.

*Click **Print Certification/ Signature Page?** to print this page.*

*Click **Show ENAS Calculations?** to include an estimated EFC.*

*Click **OK** to print the report.*

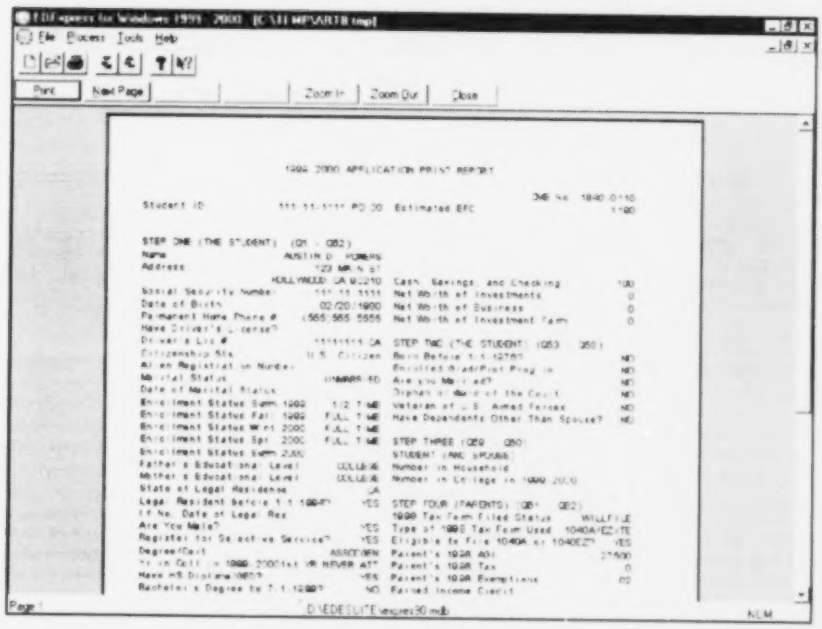


If you print to screen, your cursor will change to a magnifying glass.

Click anywhere on the screen to zoom in on the results.

*You can also click the **Print** button to send the report to the printer.*

*Click the **Close** button to close the report.*



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Exporting FAFSA Data

The Export function for Application Processing allows you to create batches of all the different types of records you need to transmit to the CPS. These include initial and renewal applications, corrections, and duplicates. Each type of record is batched separately and saved in a file.

The process for creating an export batch is the same for all types of records. Therefore, in this example we will explain only the process for creating a batch of initial application records.

Close any records that are open.

*Select **File/Export** from the menu bar.*

Note

Records must have a status of "R" (ready for transmission) in order to perform an export.

Tip

Exporting batches like records into a file formatted for transmission to CPS. You still need to transmit your files via EDconnect.

5 Electronic FAFSA (Part 2)

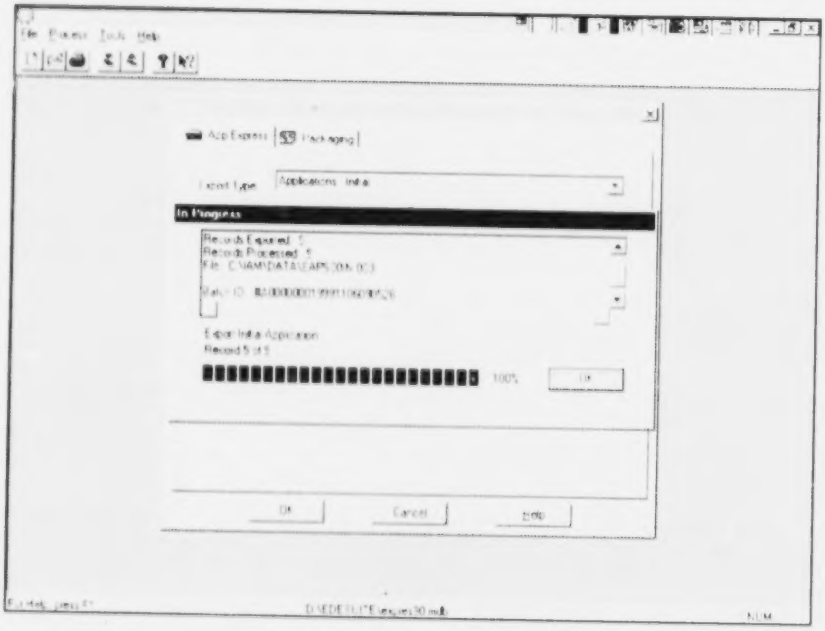
*Click **App Express***

*Click the **down arrow** in the Export Type text box to display a list of record types to export*

*Click **Applications-Initial***

*Click **OK** to export the data*

The Export Statistics box displays the Batch ID (see Batch ID on next page) total number of records exported, records processed, and the batch file name (see Message Classes listed on Page 5-8)



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Batch IDs

Batch IDs are a means of tracking student records within a batch. The first letter of a batch ID identifies the type of data contained in the batch. In the example above, the letter "A" identifies this data as an Electronic Application that has been sent. (Refer to the table on the next page.)

Next, the first number of the Batch ID refers to the award year cycle to which the batch applies. In this example, the number will always be 0 because the batch applies to the 1999-2000 award year cycle.

The following six digits are the school code for the assumed institution assigned in Setup. Here the code for our assumed institution is 054321.

The next eight digits refer to the date (four-digit year, month, and day) this batch was created. This batch was created on January 5, 1999.

The last six digits refer to the time (hours, minutes, and seconds) the batch was created. This batch was created at 10:15 and 39 seconds.

Message Classes

A message class is a filename that identifies the data contained within a file. The first four characters of the message class identify the type of data. In the example above, EAPS identifies an Exported Initial Application. (Note: message class characters are not always acronyms.) The second two numbers refer to the award year cycle. In this example, the award year cycle is 00.

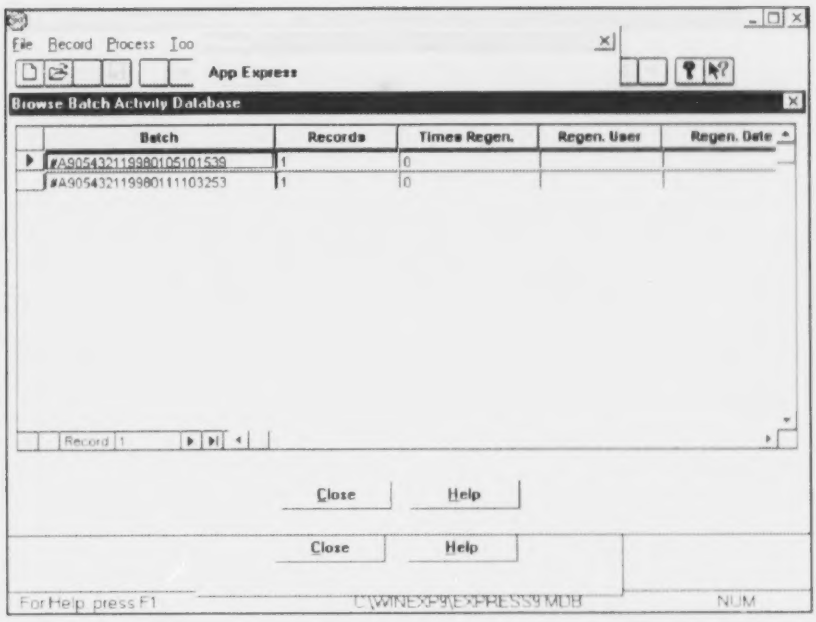
The last two characters indicate input or output data. "IN" refers to what is sent in by the user for the Title IV contractor to retrieve. "OP" refers to what the Title IV contractor has put back on the network for the user to retrieve.

Message Class	Batch Type	Data Description	Sent or Received by User
CONNCTOP	n/a	Connectivity Test Message	Received
CORR00IN	C	Electronic Corrections and Duplicates	Sent
DISC00OP	V	SSCR External Import Change File	n/a
DISA00OP	U	SSCR External Import Add File	n/a
DESS00IN	X	SSCR External Export File	n/a
EAPR00OP	A	Electronic Application ISIRs Errors (Rejects)	Received
EAPS00IN	A	Electronic Applications	Sent
EAPS00OP	A	Electronic Application ISIRs	Received
EREP00OP	n/a	Renewal Errors (RAD)	Received
ESFN00OP	K	State Agency Electronic ISIRs, Full-Non-Residents	Received
ESFR00OP	L	State Agency Electronic ISIRs, Full-Residents	Received
FDRE00OP	F	Rejected FDR Request	Received
FDRF00OP	F	Processed FDRs, Full Data Format	Received
FDRS00IN	F	FDR Requests	Sent
FDRU00OP	F	Unfulfilled FDRs after 30 Days	Received
PMESSAGE	n/a	Network Messages	Received
RADD00IN	n/a	Renewal Requests (RAD)	Sent
RADD00OP	R	Renewal Applications (user requested RADs)	Received
RAPR00OP	B	Renewal Application Rejects	Received
REAP00IN	B	Renewal Submissions (RAPP into CPS)	Sent
REAP00OP	B	Electronic Renewal Applications (RAPP)	Received
SARA00OP	E	Electronic Automatic ISIRs	Received
SARA00TS	n/a	Electronic SAR Test Mode	Received
SARE00OP	C	Electronic Correction/Duplicate Errors	Received
SARR00OP	C	Electronic Correction/Duplicate ISIRs	Received
SYGO00OP	Z or Y	System Generated	Received
SSCE00OP	T	SSCR Error Notification File	Received
SSCR00OP	I	SSCR Import Roster File	Received
SSCR00IN	S	SSCR Submittal File	Sent
SSCM00IN	Y	SSCR Error Correction/Ad Hoc File	Sent
YDFN00OP	K	State Agency YTD ISIR Full/Non-Resident	Received
YDFR00OP	L	State Agency YTD ISIR Full/Resident	Received
YTDO00OP	Y	Year to Date ISIRs	Received

Browsing the Batch Activity Database

Each time you create an export file, an import file, or regenerate an existing batch, an entry is made on the Batch Activity Database. The batch activity browse tool helps you track the batches you have created and received.

*Select **Tools/Browse/App Express** from the menu bar.*



The browse tool allows you to view records in the Batch Activity Database. Each row in the database represents a batch and includes such information as the batch ID, the number of records included, and the user who created it.

*Click the **down** arrow on the scroll bar to view more of the records.*

*Click **OK** when you are finished.*

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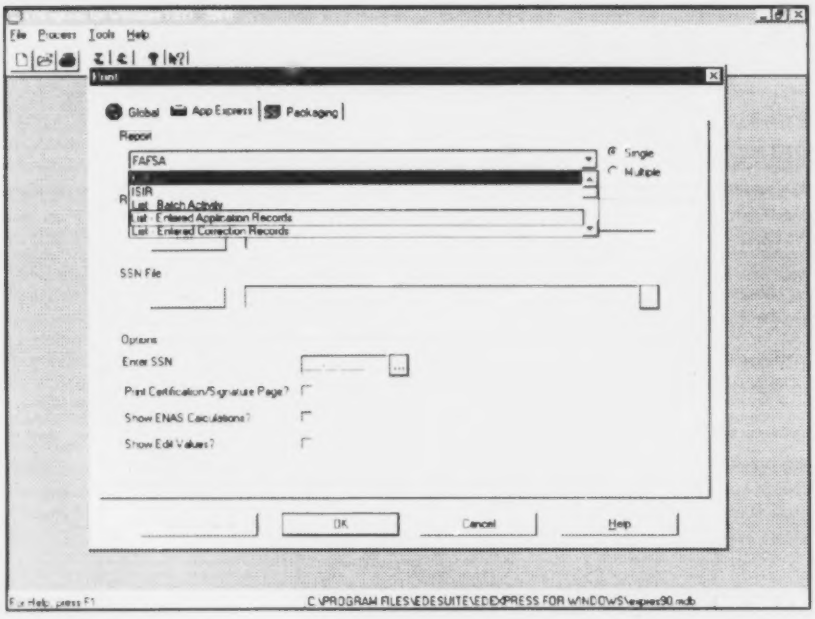
Printing a List

While working with EDE data, you may find you need to know which students are included in a batch of application records. There are several types of lists you can generate from Application Processing. In this example, we create a list of entered applications that were created on a specific date.

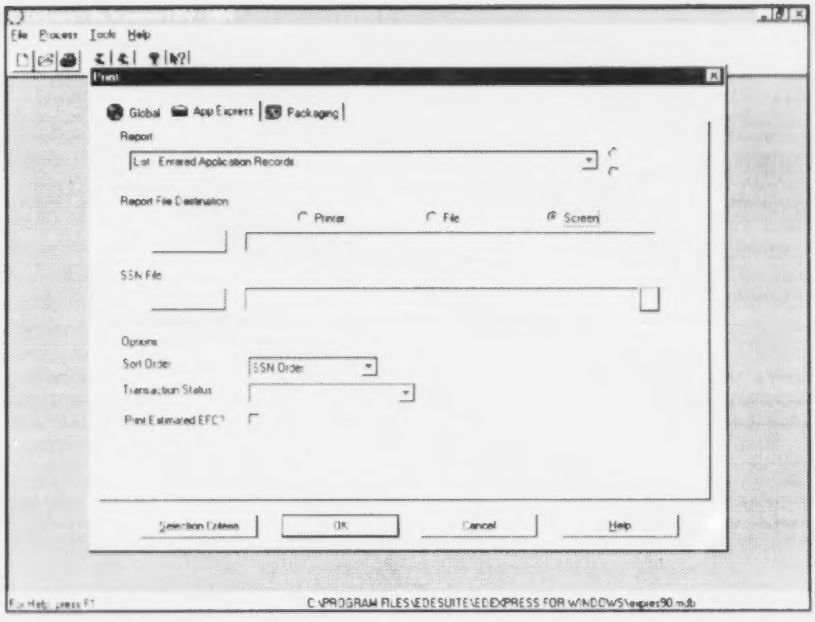
*Select **File/Print** from the menu bar*



*Select the **App Express** tab.*

*Click the **down arrow** in the Report box to display a list of items you can print.*

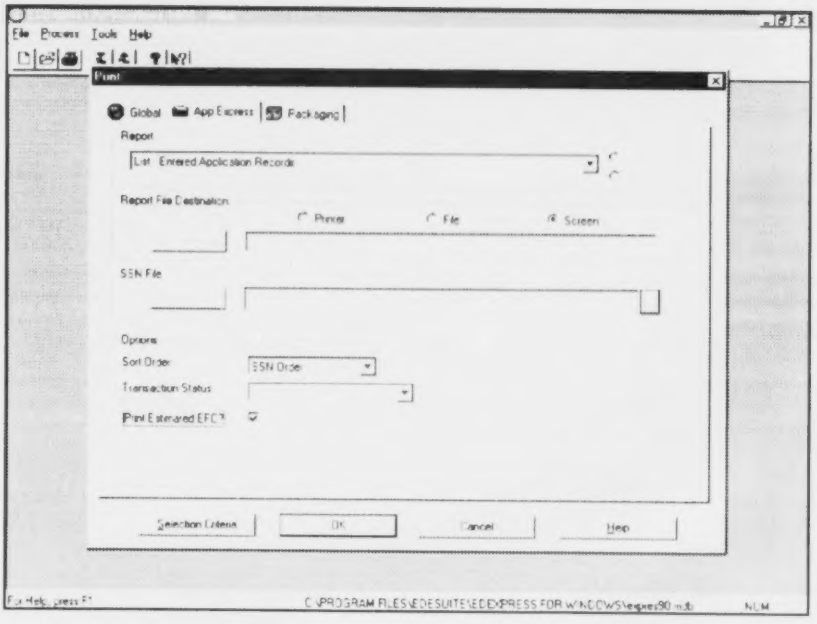
*Select **List - Entered Application Records.***



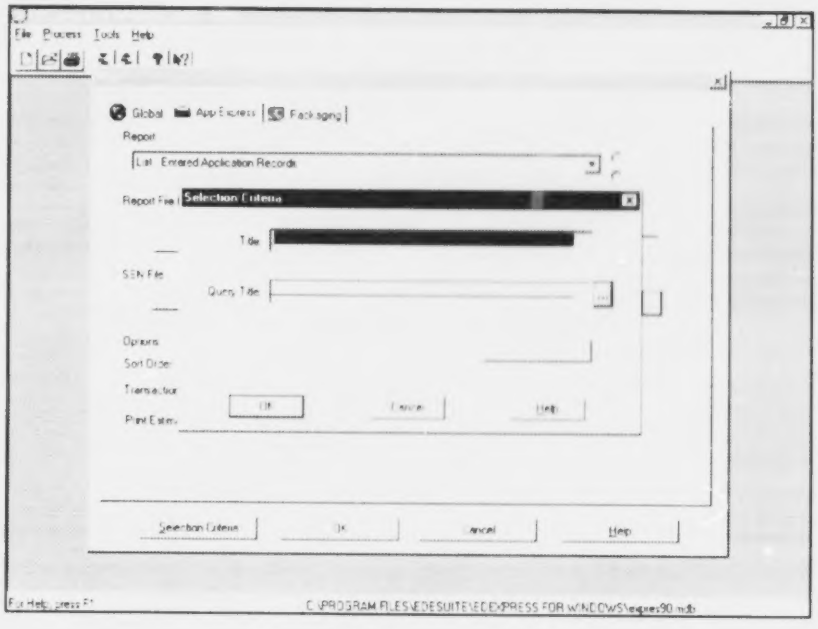
*Click **Screen, File** or **Printer** as the output destination.*

Electronic FAFSA (Part 2)

In the Options portion of the screen you can also choose sort order, transaction status and whether or not to print the estimated EFC. In this example we will choose to print the estimated EFC.



You can also use selection criteria to select a particular group of student records to print. Selection criteria is based on query (see Chapter 2). To access the query, click the ellipsis [...] button.



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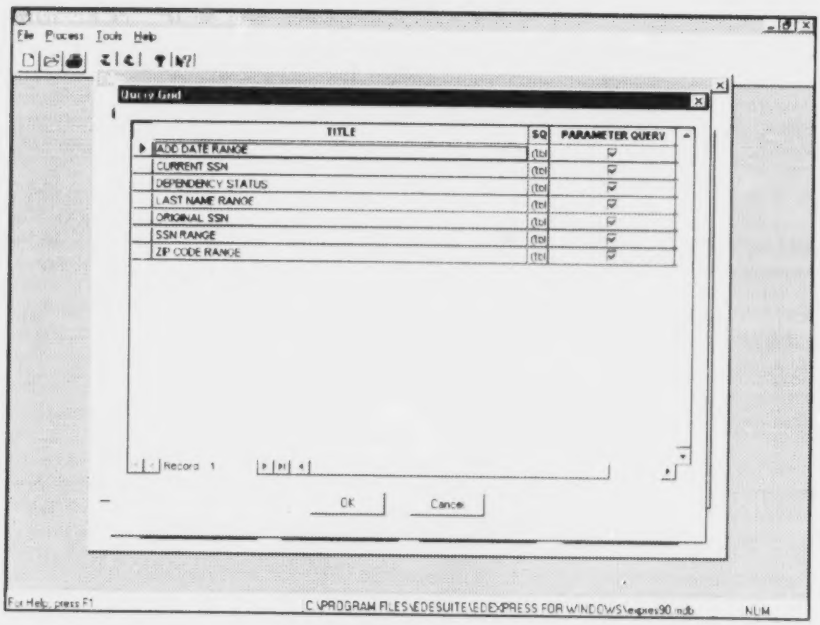
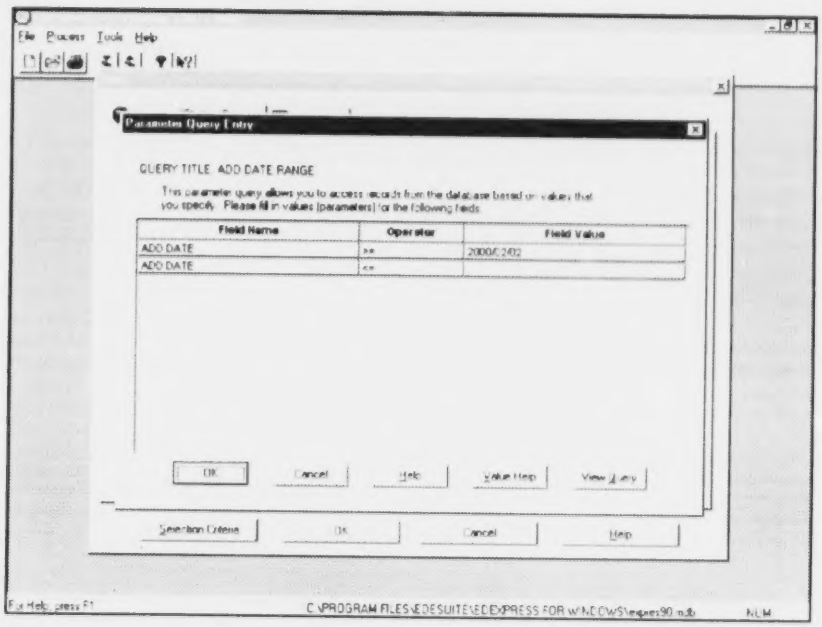


The query grid shows a list of all the queries in your database. In this example, we will print the entered application records that were created on a specific date. To do this, we will select the query for ***Add Date Range***

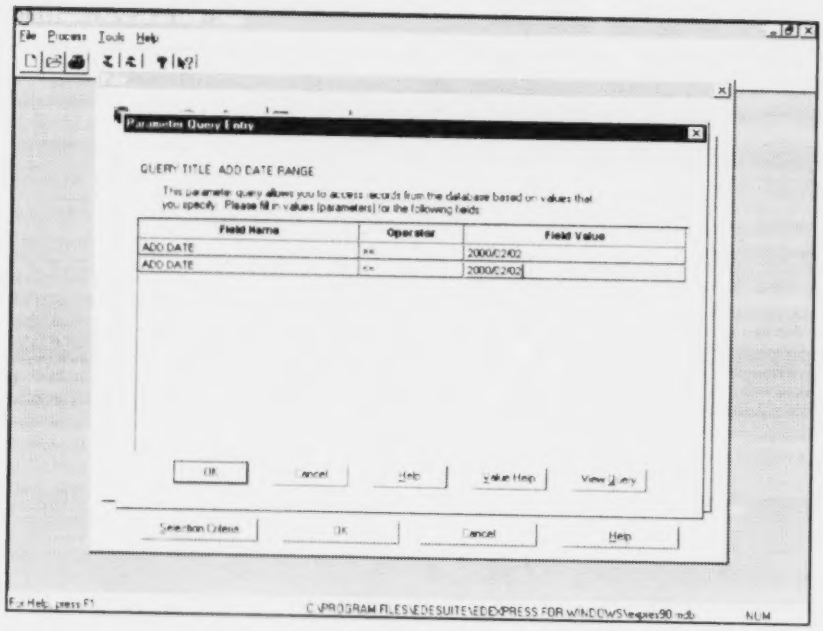


We will select records that were created on February 2, 2000. Enter ***2000/02/02*** *in the first Field Value box.*

5 Electronic FAFSA (Part 2)

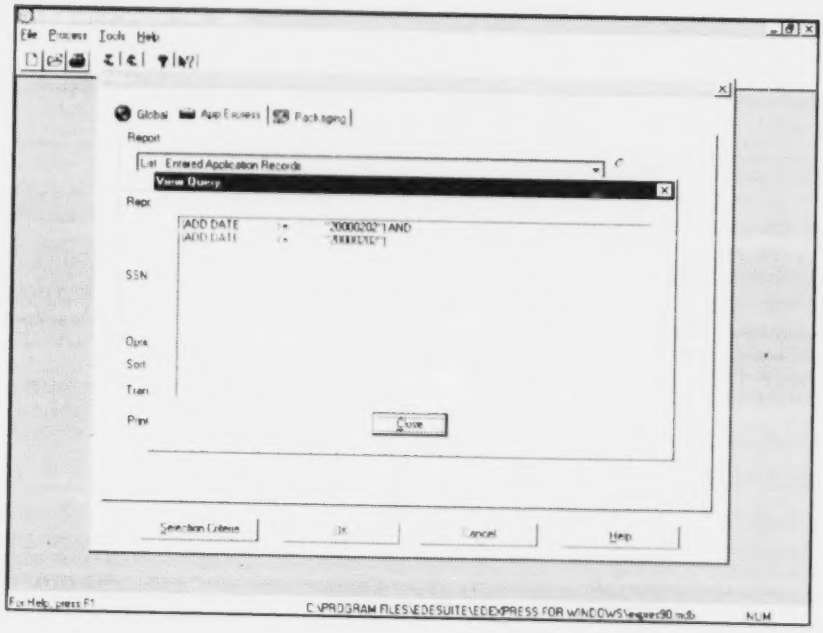
*Enter **2000/02/02** in the second Field Value box.*

*Click **OK***



EDExpress displays your completed query.

*Click **Close***



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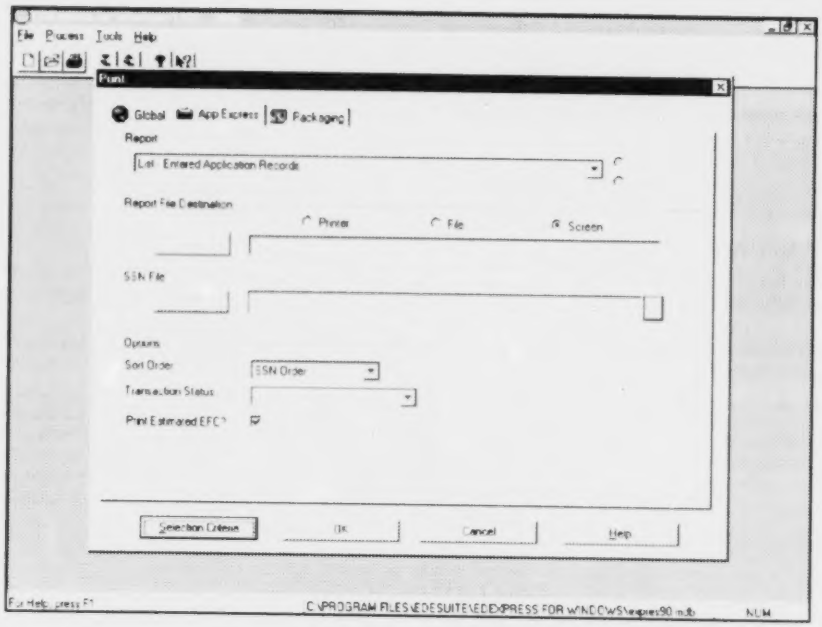
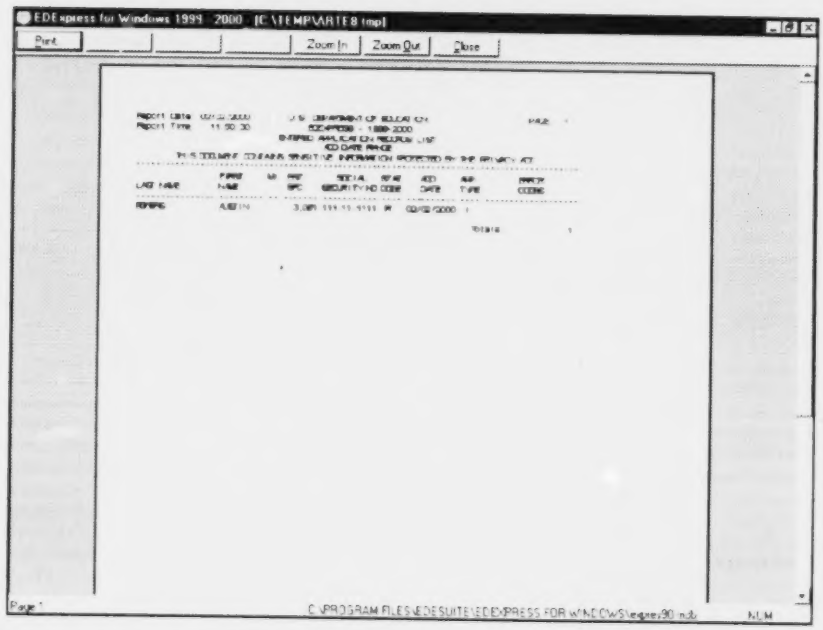


*Click **OK**.*



If you print to the screen, your cursor will change to a magnifying glass. Click anywhere on the screen to zoom in and see the completed report.

The completed report shows the application that was entered on February 2, 2000, with an estimated EFC.

*Click the **Close** button when you have finished viewing the information.*

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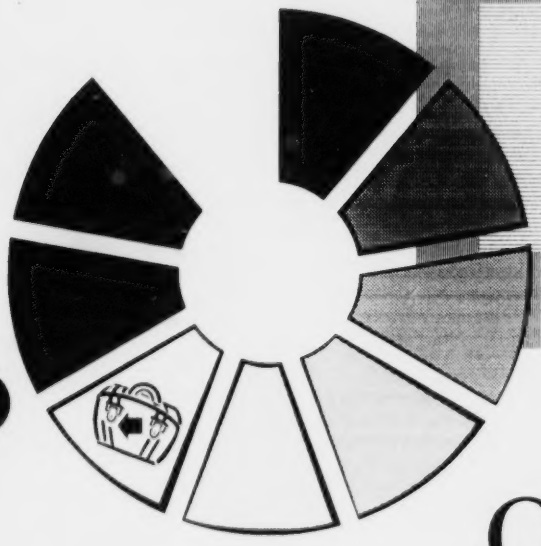
Discussion Questions for Chapter 5

1. How does EDExpress know which records to include in an export batch?
2. Can you print a single entered FAFSA record?
3. How do you track an export batch?
4. When printing a list, how can you specify which records to include?
5. What part of the batch ID can help you narrow down when a transaction occurred?

Chapter 6



Moving Data

Once data has been exported from EDExpress, the files (or batches) created during the export process are ready to be sent to the Title IV Wide Area Network. There are several procedural steps you must establish for handling the transmission and tracking of data. In this chapter, you will learn some of these techniques as well as how to use EDconnect, the telecommunication package used to transmit data to and receive data from the Title IV WAN.

Objectives

1. Create a sample schedule of transmission activity.
2. Understand the importance of keeping a processing log.
3. Identify and describe the methods to add records to the transmission queue.
   - Manual
   - Automatic
   - Drag and drop
4. Use the Transmit function to send and receive data.
5. Use the Activity Log and review and confirm what happened during the transmission.
6. Use Mailbox Query to retrieve any remaining data on the network.

Data Management

The most important component of the EDE process is the management of your data. You need to know where your data is stored, when you transmitted a batch, and when you receive data from a processor. The first step to good data management is creating a processing schedule.

The following table provides an example of an application processing schedule. For each batch of data that you send to CPS, you will receive processed data back. For application processing, that data may be an ISIR. The objective is to successfully track all records from entry through receipt and processing. Having a defined schedule assures that batches or records aren't misplaced.

Application Processing

Monday	Tuesday	Wednesday	Thursday	Friday
Enter initial applications	Enter corrections	Enter Pell Payment data	Enter corrections	Enter initial applications
	Retrieve automatic ISIRs		Retrieve automatic ISIRs	
Retrieve processed Pell data	Retrieve processed correction ISIRs (from previous Thursday entry)	Retrieve processed application ISIRs (from previous Friday entry)	Retrieve processed application ISIRs (from Monday entry)	Retrieve processed correction ISIRs (from Tuesday entry)

The timing of sending data is also important in planning your schedule. CPS retrieves different types of data from your network mailbox once every business weekday.

Sample Data Processing Log

Creating a data processing log will help track records through the process. The log will clearly show where records are in the process and where they will go next.

EDExpress		EDconnect				EDExpress	
Batch ID#	Export File Name (Message Class) (Date)	File Transmitted ✓ (Initials)	Date File Trans	Received File Name (Message Class) (Date)	Date Rec'd	File Imported ✓ (Initials)	Date Imported

EDExpress

Batch ID# (see Chapter 5)–This is the identification number assigned to each batch when you export a file from EDExpress. You can get this number from the export statistics box each time you complete an export, or from the Batch Activity Database. Note that the date and time of this export is contained in the Batch ID#.

Export File Name–This is the message class name for your export file. This is in the default "File Name" field in the export window. Example: If File Name is C:\IAM\DATA\EAPS00IN.001 write EAPS00IN.001 as the log entry. We suggest you also enter the date associated with the file name.

EDExpress	
Batch ID#	Export File Name (Message Class) (Date)
#A00543211999010510153 9	EAPS00IN.DAT 01-05-99

EDconnect

File Transmitted–Place a check mark and initials when you have identified the message class in EDconnect and successfully transmitted the file. If the file is successfully transmitted, there will be an entry in EDconnect Activity Log.

Date–The date of successful transmission. This should be the same date found in the EDconnect Activity Log.

Received File Name–This is the message class name you receive from EDconnect when you transmit a Receive Request. Any message classes that you successfully receive will be entered in the EDconnect Activity Log. We suggest you also enter the date the file was created.

Date–Enter the date you received the file from the Title IV WAN.

EDconnect

File Transmitted ✓ (Initials)	Date	Received File Name (Message Class) (Date)	Date
P ADB	01 02 99	EAPS0P.DAT 01 05 99	01 05 99

EDExpress

File Imported–Check this box and initial when you import the received file into EDExpress. Importing this file updates EDExpress with vital information and keeps your records current. An Import File Name is entered in the Batch Activity Database at this time.

Date–This is the date you imported the file into EDExpress.

EDExpress	
File Imported ✓ (Initials)	Date
P/ADB	09/09/99

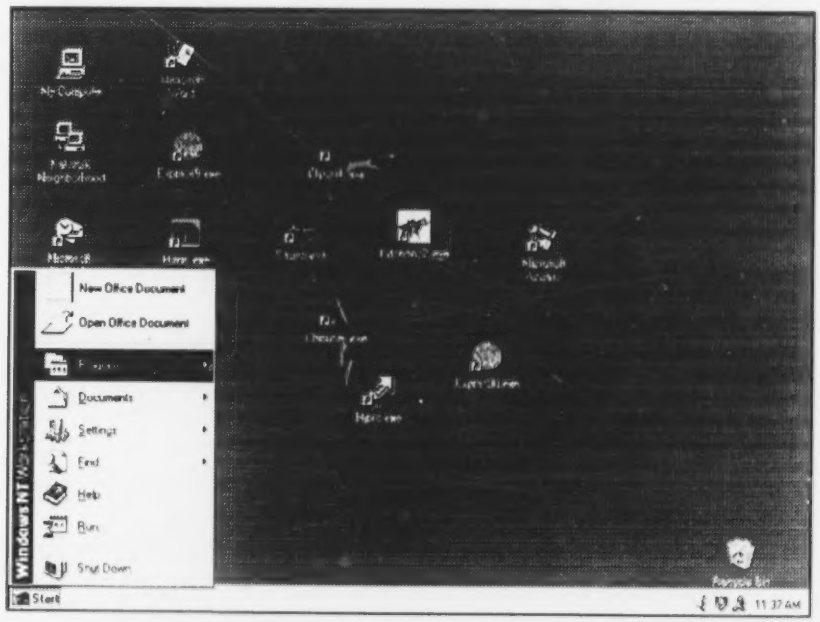
Where to Look When Things Don't Happen

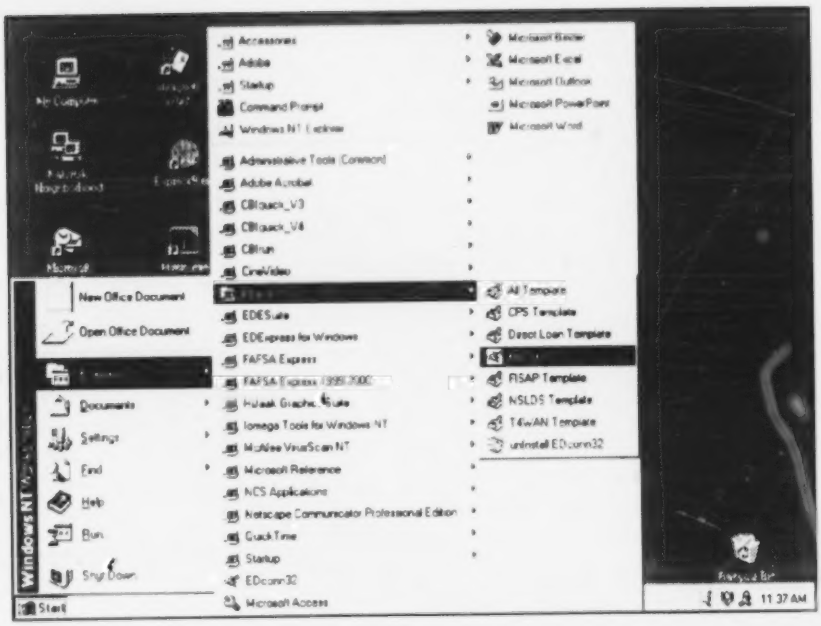
CPS
4
Data Processing
Has the batch been processed by CPS? (Use 3270 Emulator to view your network mailbox.)
Electronic Mailboxes
5
Receiving
Was the file received from the network? (Check the activity log in EDconnect.)
Your School
Transmitting
3
Was the batch transmitted to the network? (Check the activity log or the transmission queue in EDconnect.)
Exporting
2
Is there a batch ID in the batch activity database? (Look at the date.) Was a file created and what is the message class? (Review the directory where export files are stored.)
1
Data Entry
What is the status flag of the student's record (N=Not Ready, R=Ready to Send, B=Batched)
6
Importing
Were the records imported into EDExpress? (Check the batch activity database for the batch ID.)
7
Management
What records were imported? (Print a list using batch ID as the selection criteria.)
Your School's Database

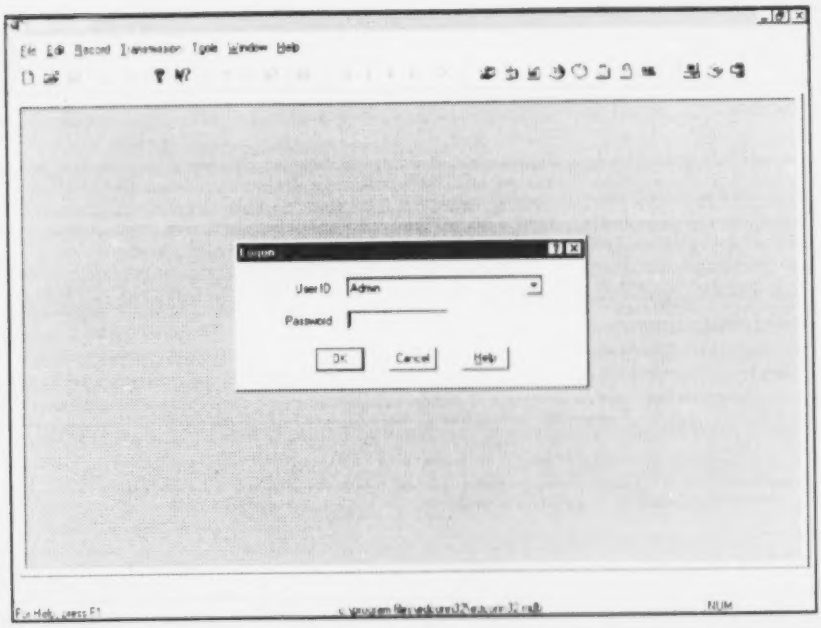
EDconnect

EDconnect for Windows is the telecommunication software package you use to send and receive data from the Title IV Wide Area Network (WAN). In Windows 95 you can open EDconnect from a program folder or shortcut. In this section, you will learn how to open, set up and navigate through the EDconnect software.

Step 1—Open EDconnect. Click ***Start/ Programs****, then click the* ***EDconn32*** *program group and* ***EDconn32****.*





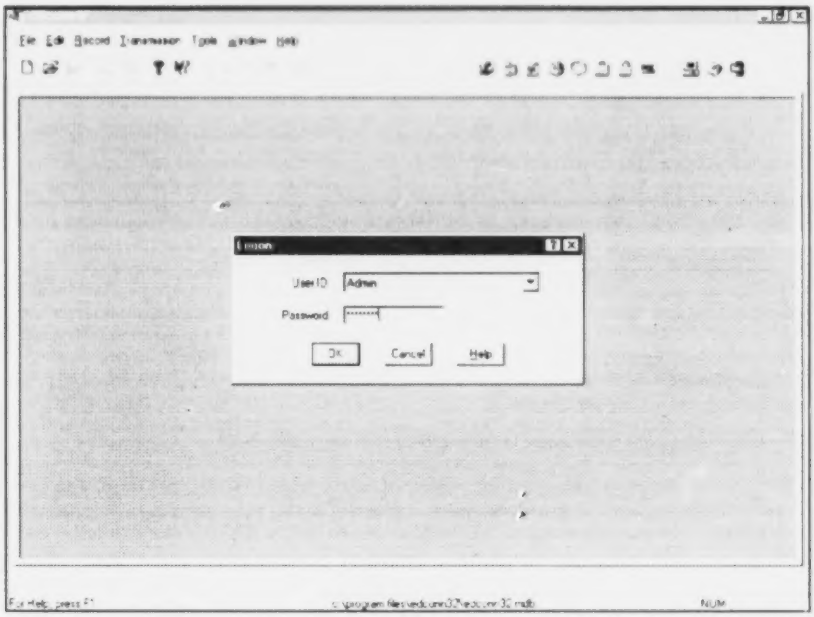


Step 2—Enter default User ID and password
EDconnect requires a User ID and password. The default user ID is ***Admin***

Tip

All passwords in EDconnect are case sensitive.

*Type **PASSWORD** (all caps) in the password field and click **OK***

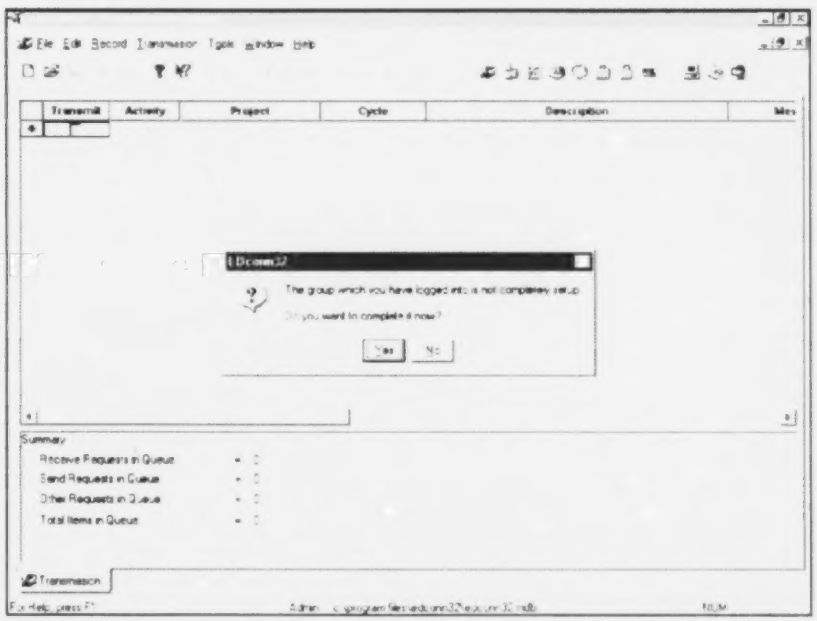


Step 3—Set up group login. When you open EDconnect for the first time, it will prompt you to set up a group login and user ID.

Title IV WAN security is now divided between security groups and users.

Destination Point Administrators (DPAs) are responsible for setting up each group and user in EDconnect.

*Click **Yes** to go to the group login wizard.*



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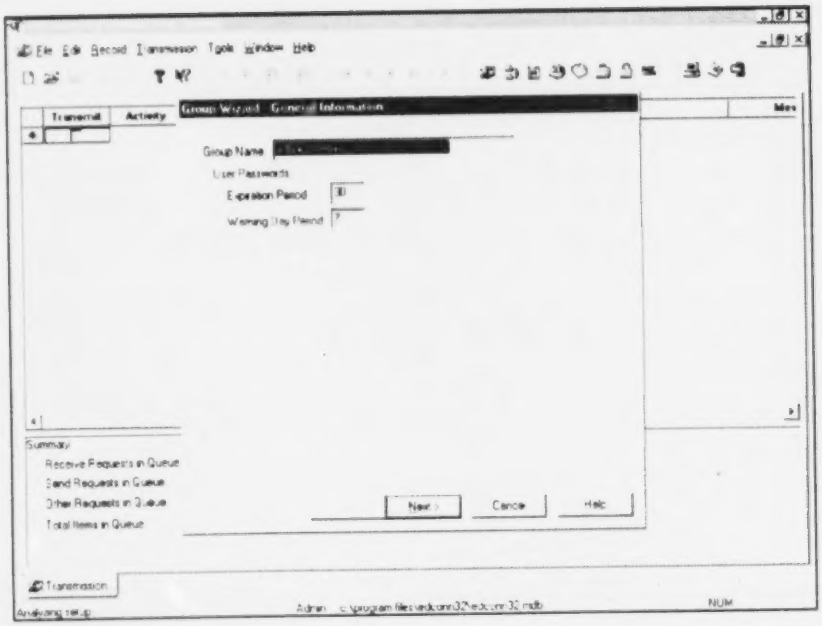
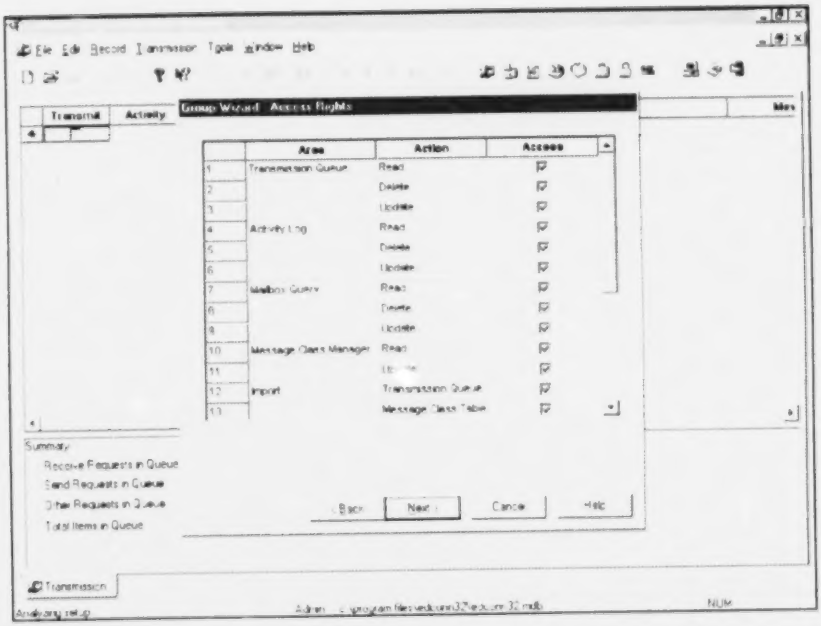


Here you can add a new security group name in the Group Name field.

The Expiration Period field, under User Passwords, displays how long the individual user passwords with the security group remain valid. These are the passwords users will set for gaining access to EDconnect; they are not the network passwords.

Click ***Next***.



The Destination Point Administrator determines the level of access for all security groups to EDconnect and Title IV WAN.

Select the access rights for this group and click ***Next***.

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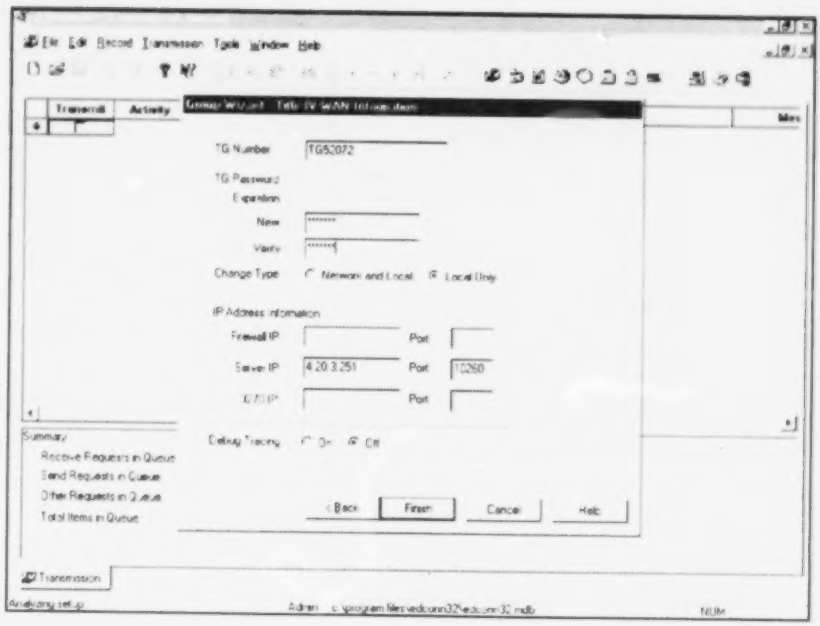
Enter your TG number and create a new password (at least 8 characters). You can change your password for the network and local drives or just your local drive.

The Network & Local option changes the network password on your PC and creates a password change record in the transmission queue.

The Local Only option creates a password that synchronizes the password within EDconnect without submitting the password change to the network.

The IP address information provides a pathway that will route information from the Title IV WAN to your PC. The IP address information will default into the fields.

Click ***Finish***.

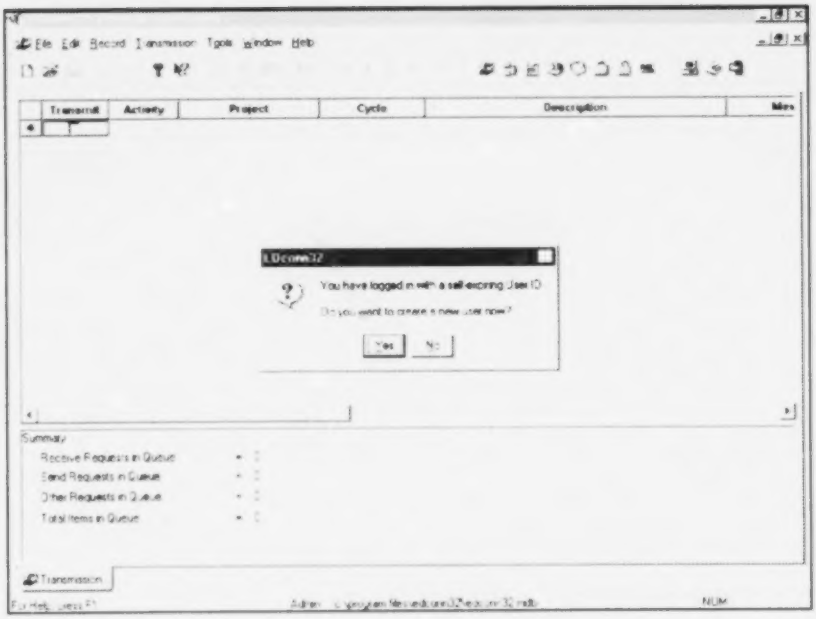


Note

EDconnect prompts you to change your User ID and password upon setup.

Note

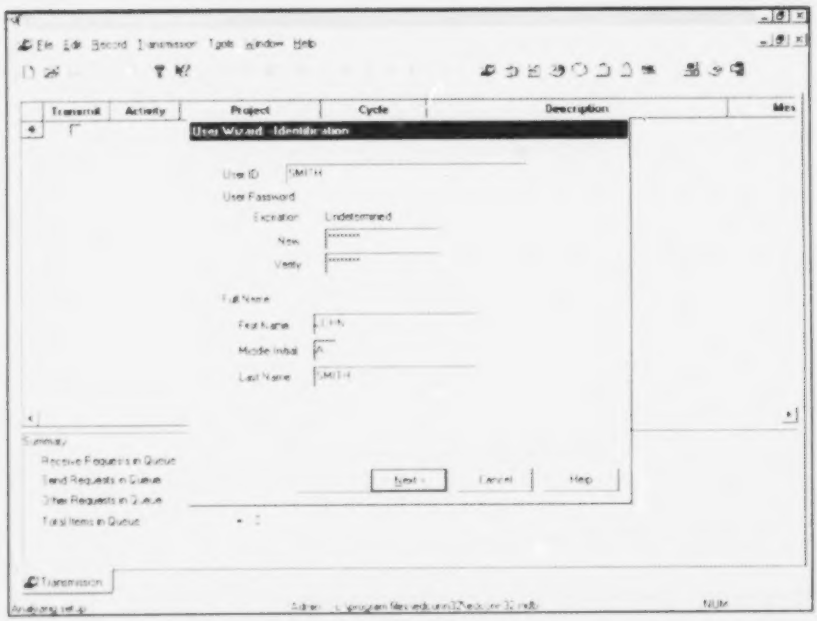
All users of EDconnect must call Customer Service at 1-800-615-1189. Title IV WAN will send you a new message table that will convert your existing version or activate your new version to the curent 32-bit environment.



Step 4—Setup User ID

For security reasons, EDconnect will prompt you to set up a new User ID. The default User ID will self-expire after three logins.

Click ***Yes*** *to set up a new User ID.*



The DPA determines the users who are allowed to access the Title IV WAN through a particular destination point.

In the User Password box, enter a new user ID and password. In the Full Name box, complete all the information with the user's first and last name.

Click ***Next***

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Step 5—Customize your desktop. This screen allows you to customize the user desktop. The startup view allows you to select the default view displayed when you open the software.

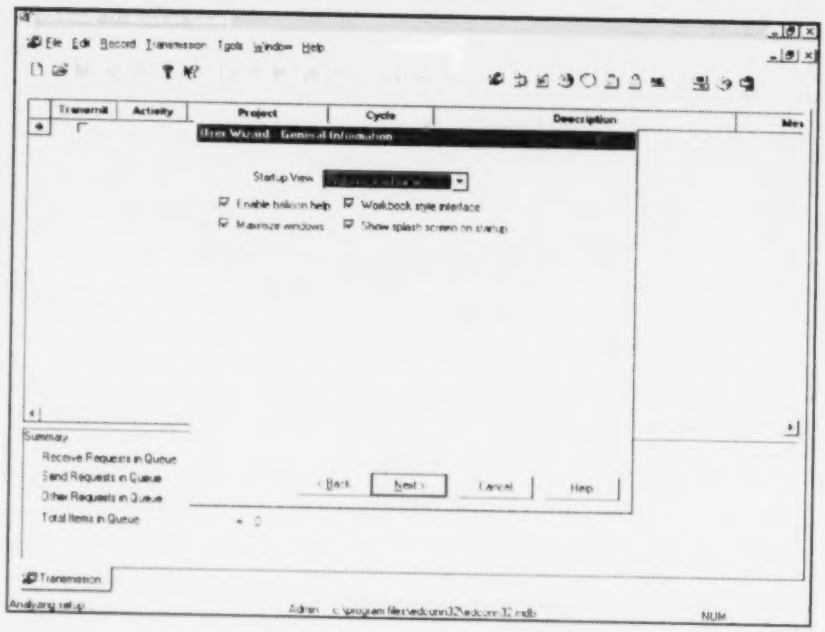
When the Enable Balloon Help feature is turned on, description of fields and buttons appear in small pop-up windows when you hover over them with the mouse pointer.

When the Maximize Windows feature is turned on, all screens will be maximized by default.

When the Workbook Style Interface is turned on, the screens appear with tabs for all open views.

When the Show Splash Screen On Startup is turned on, the EDconn32 logo will appear when you open the software.

Click ***Next***



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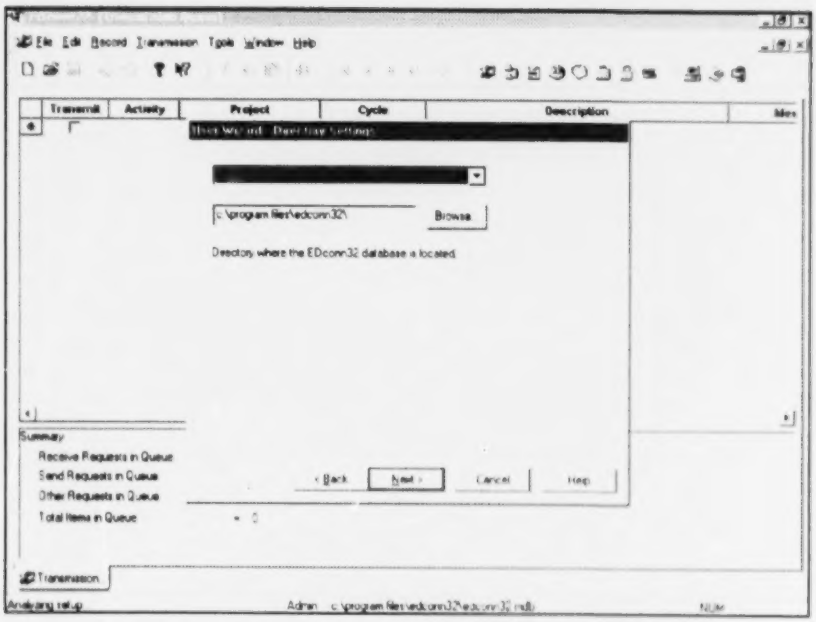
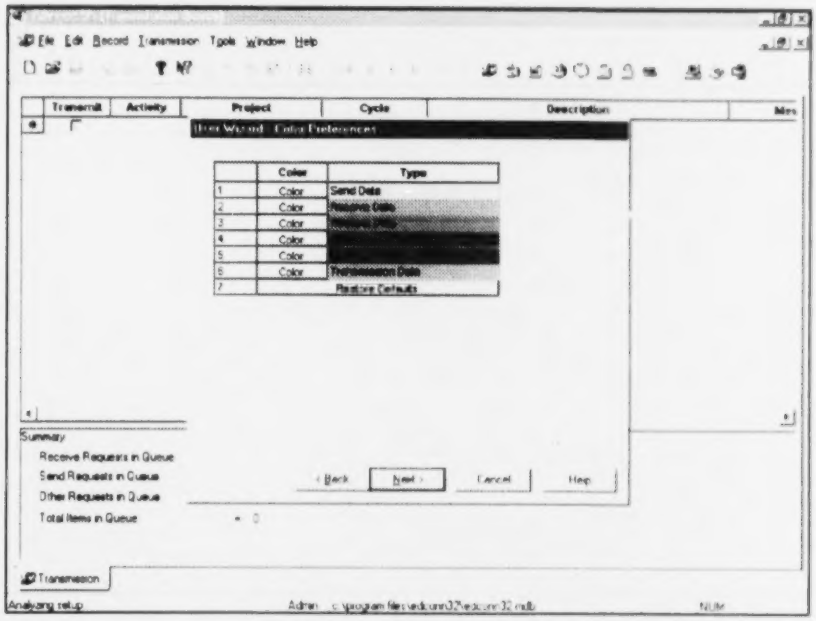


Select the directory where you want the EDconn32 database to be located

Click ***Next***



The Color Preferences screen allows you to change the colors associated with the file types

Click ***Next***

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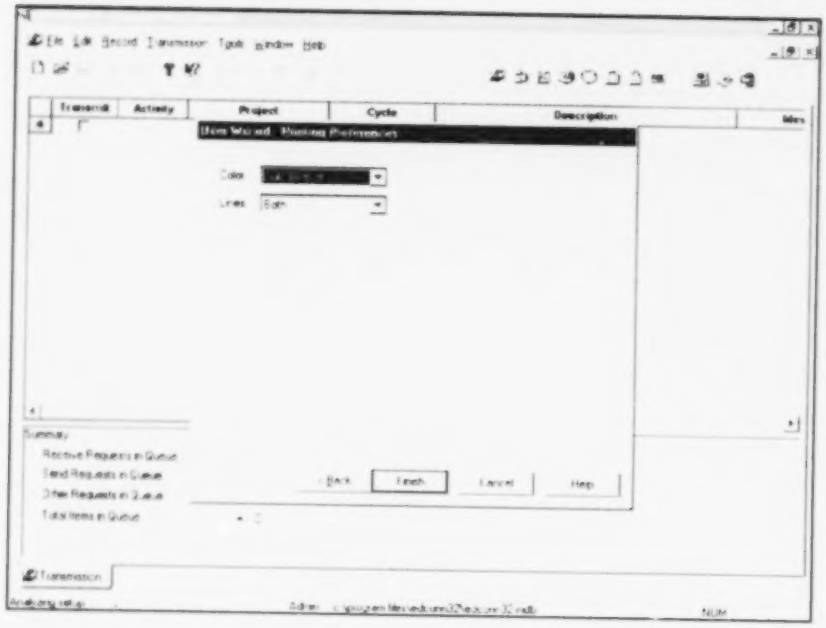
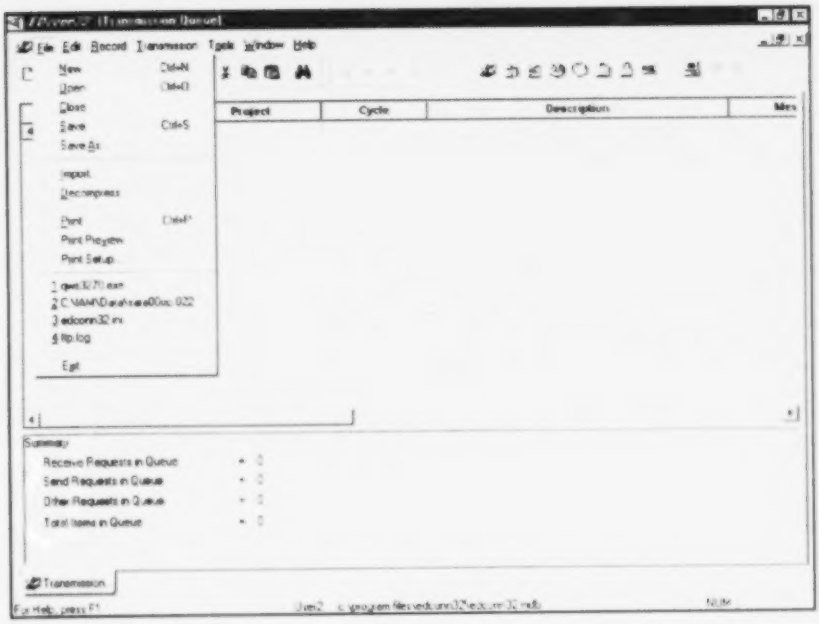
The Printing Preferences screen allows you to select default printer options (i.e. automatically checks to see if your printer can print in color)

*Click **Finish***



Each time you open EDconnect, a tip of the day displays helpful hints for using the software

*Click **OK** to continue*



The menu bar is similar to other Windows software. For instance, from the File menu, you can open, close, save, print, and exit.

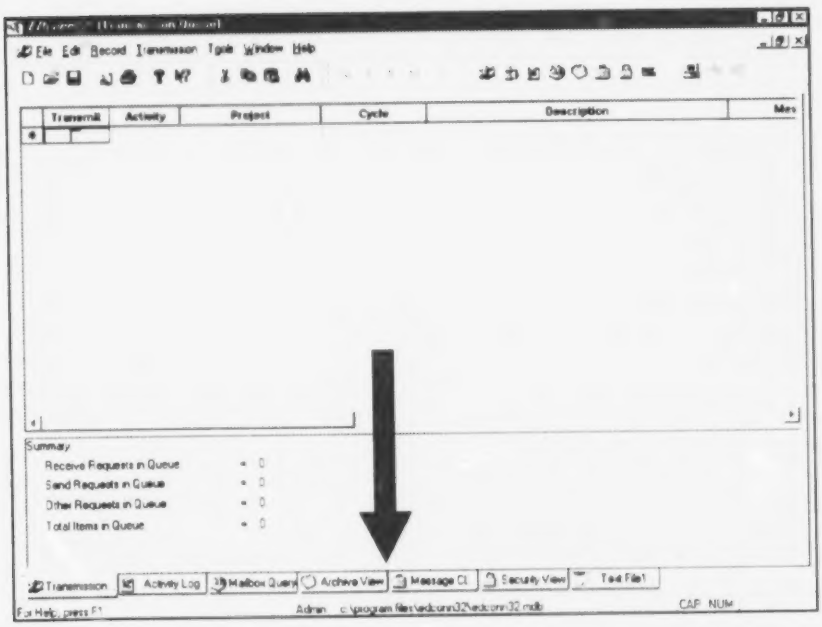
Views

In EDconnect, data is managed through the use of views. A view is simply a way of looking at the data you use. The first and primary view you use is the Transmission Queue or TQ, which lists your pending requests to send data to and receive data from the network.

Creating a New View

The icons on the toolbar allow you to select the view or queue you want displayed on your screen. You may have several views open at one time. For the Transmission Queue, you will create a list of the types of data you wish to send/receive at the same time, such as applications or ISIRs.

To create a New View for the Transmission Queue, you can click on the Transmission Queue icon on the toolbar or select ***File/New*** *from the menu*



In addition to the Transmission Queue, there are several other views available: Activity Log, Mailbox Query, Archive View, Message Class Manager, Security View, and Text File View.

These views are also available by clicking the appropriate icons on the toolbar.

Tabs are created each time you open an icon, and enable you to move easily between the views.

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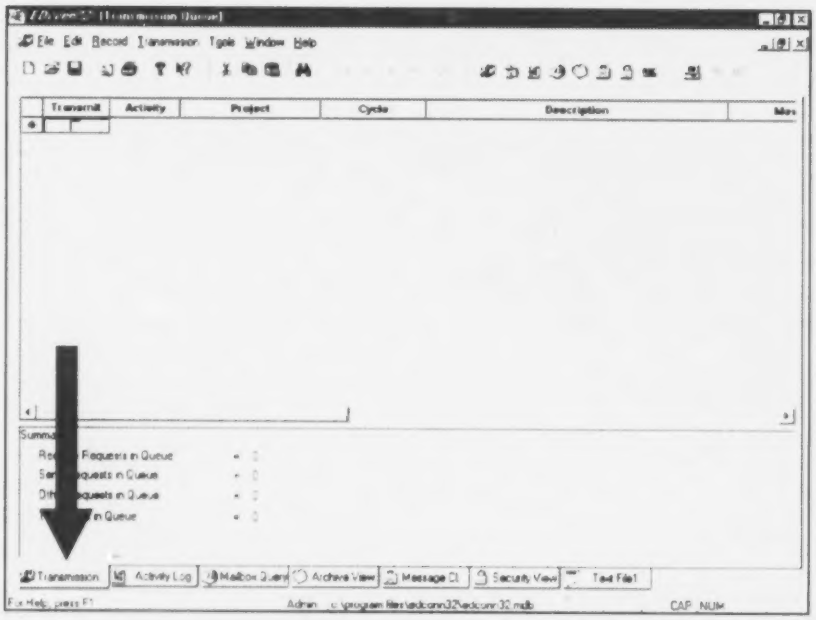
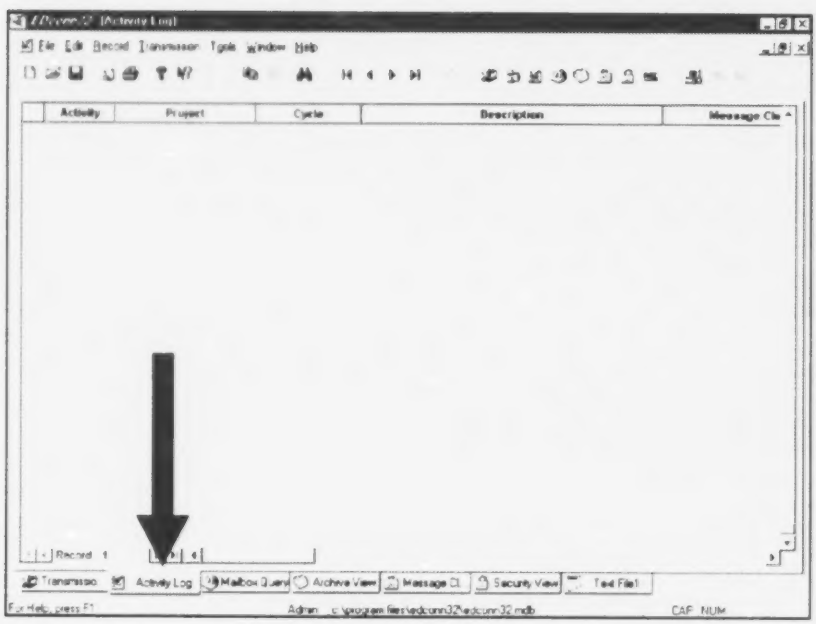
The Transmission Queue (TQ) lists your pending send, receive, and password requests. Records remain in the TQ until they are removed by the user or processed during a transmission.



The Activity Log lists processed requests made by the user to send and receive data from the network. This allows you or others in your office to review network activities for Title IV WAN. Records can also be archived from the Activity Log to keep as a record of past network activity.



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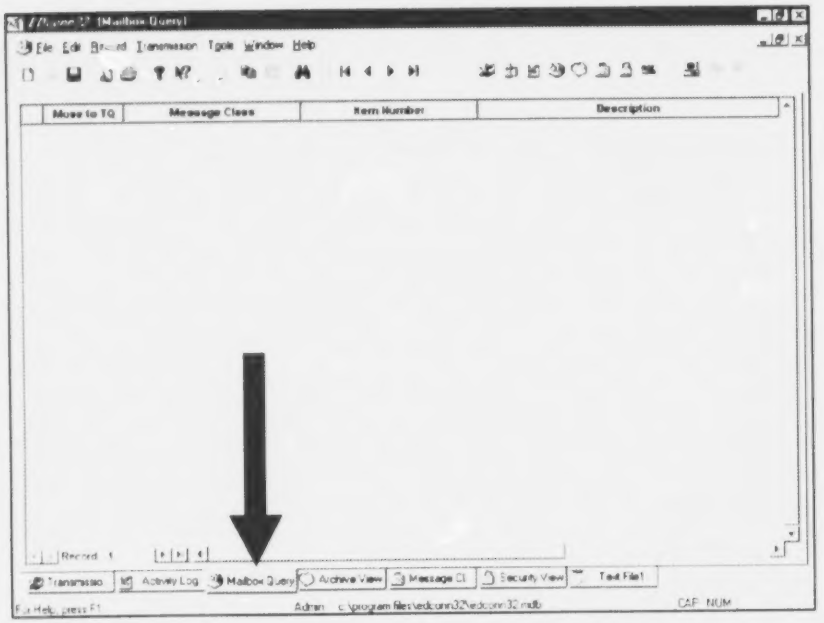
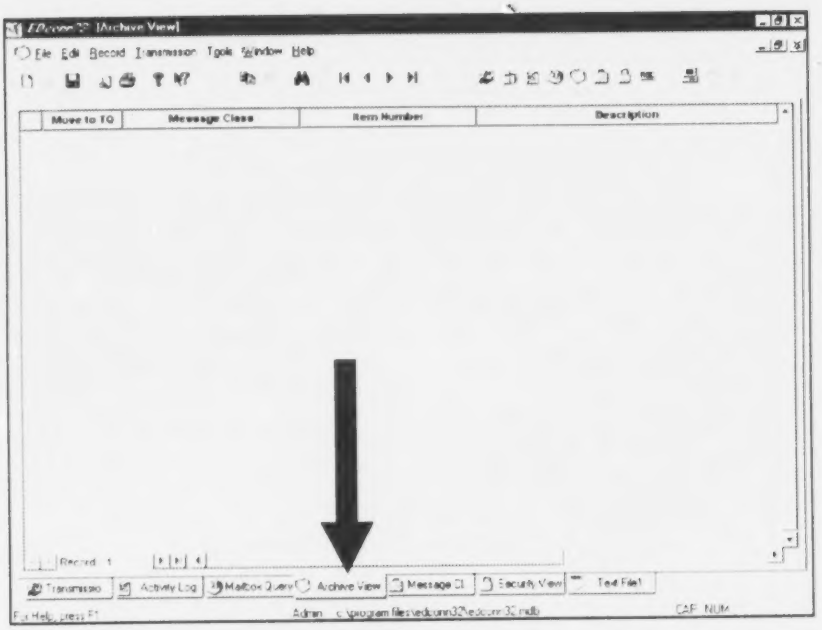


The mailbox query lists the data by message class currently available in your network mailbox



The Archive View lists the data records, by message class, which you have already received from your network mailbox. Records stay in your mailbox for seven days after you receive them giving you the opportunity to restore the data should you lose it on your PC.

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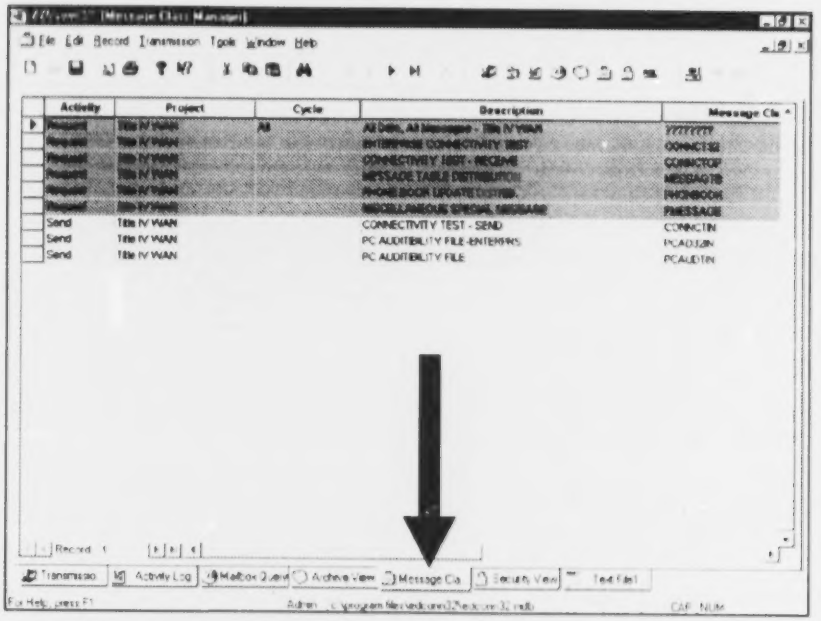
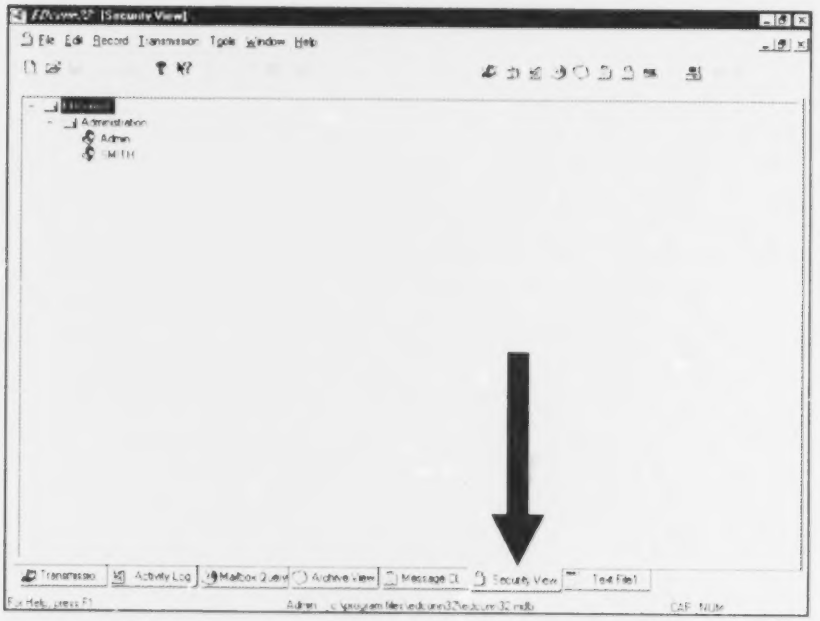
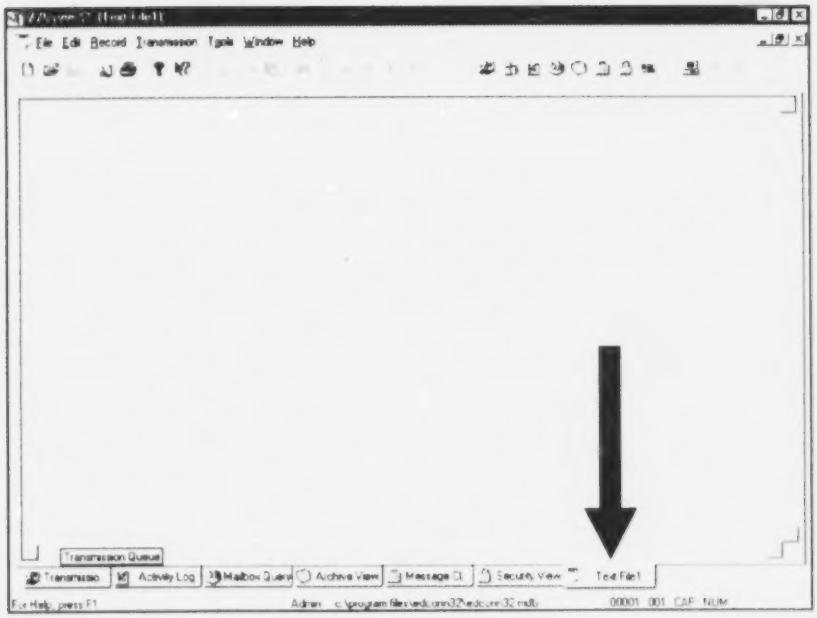
The Message Class Manager lists all the message claasses by project that are available to send and receive. All of the potential Send or Receive data are defined in this list.

The Message Class Manager can be used to direct data being received or sent to a different data path or filename than the default.



The Security View controls user access to EDconnect. This view allows you to set up security groups as well as individual users within those security groups. User access to EDconnect and network connection information are controlled at the group level while user identity and login information are controlled at the user level.





The Text File View shows the contents of open text files and allows you to edit the text of the file.

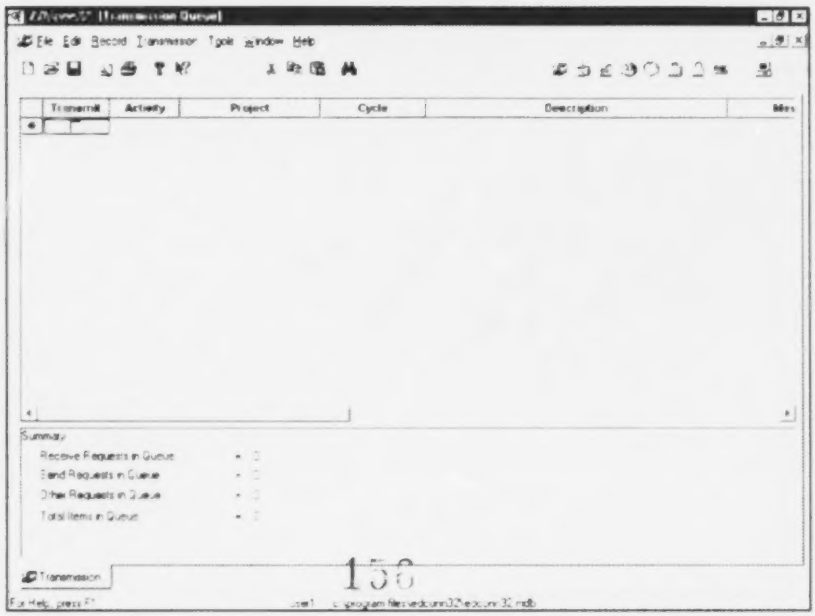
Transmission Queue

You can add Send records to the Transmission Queue (TQ) in a variety of ways. We will demonstrate three methods: manual entry, automatic, and drag and drop.

*Select the **Transmission Queue View** from the icons on the toolbar.*

The first time you access the Transmission Queue the view will be blank.

You need to add a row or record for each type of transmission activity you plan to perform.



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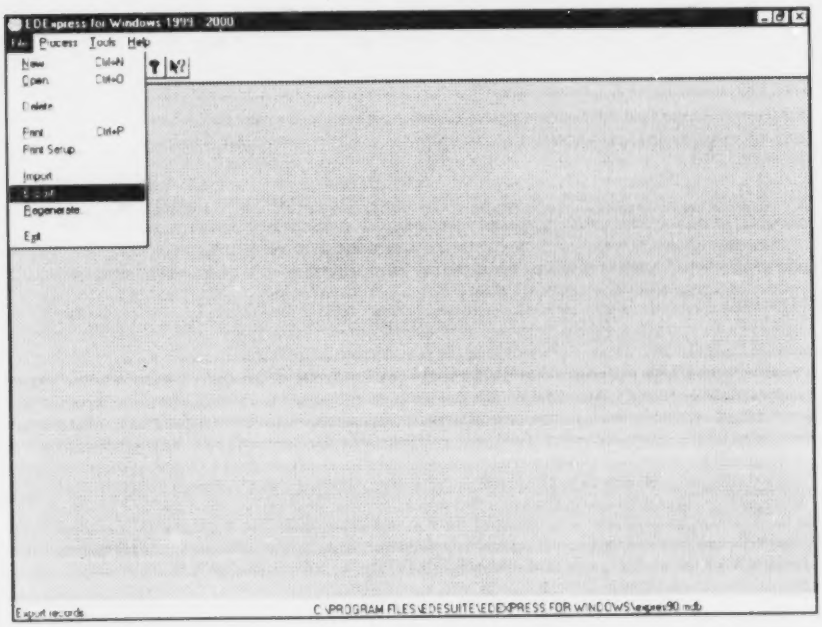
Adding A Record to the Transmission Queue: Automatic

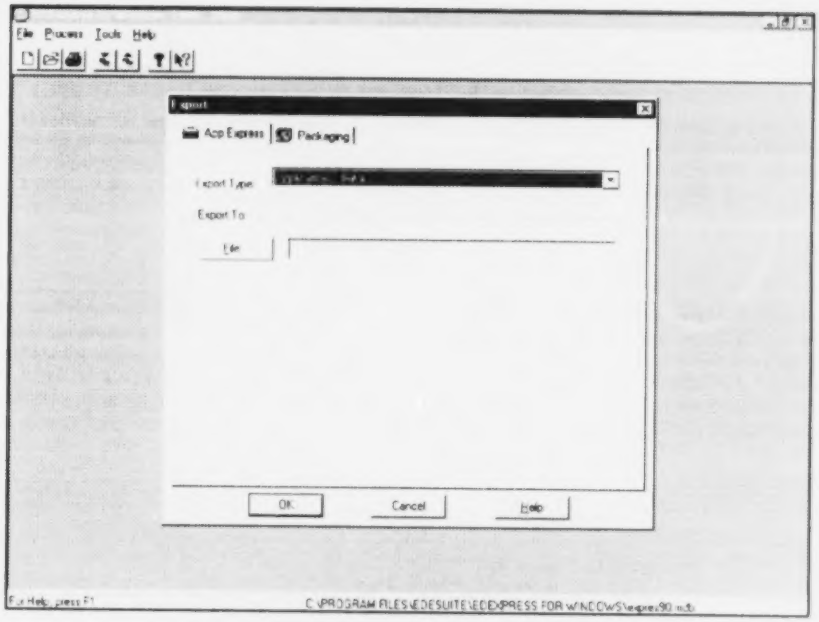
Records can be added to the Transmission Queue in several ways. The easiest method uses the global system setup from Chapter 2. In the global system setup we marked a box that automatically prepares export files for transmission. Enabling this function will place files into the Transmission Queue in EDconnect automatically, using the Export function in EDExpress.



*Click **File/Export***

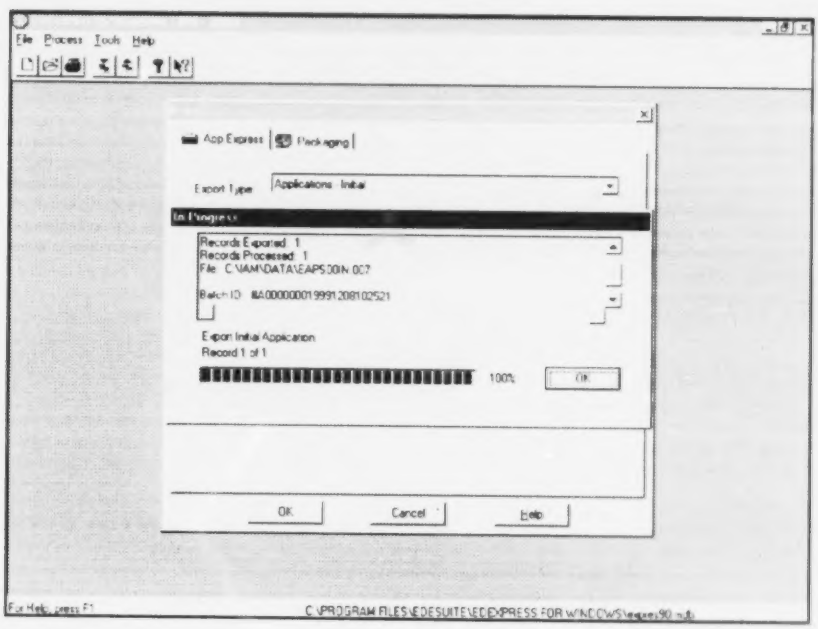
We will leave all default settings as they are and export a batch of initial applications.

Click **OK**.



The progress box shows that one record was exported.

Click **OK**.



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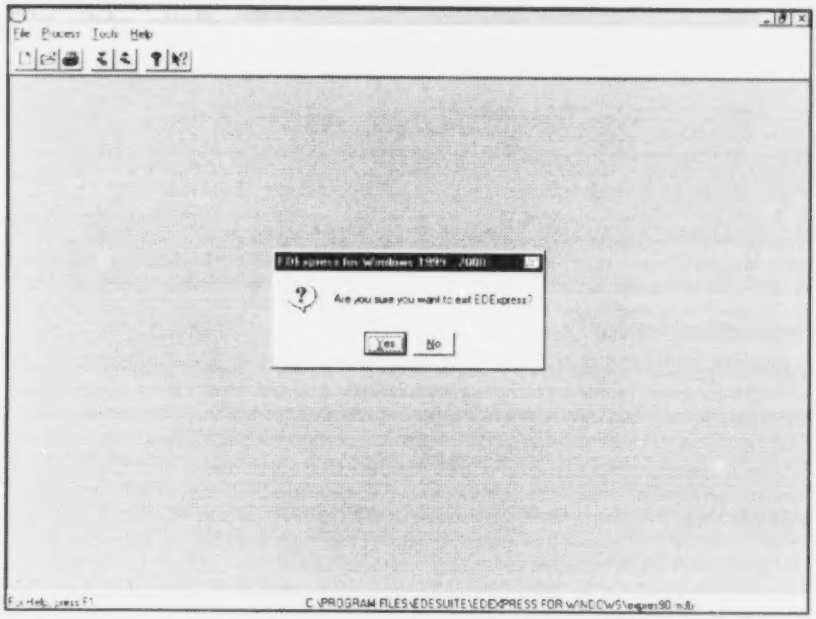
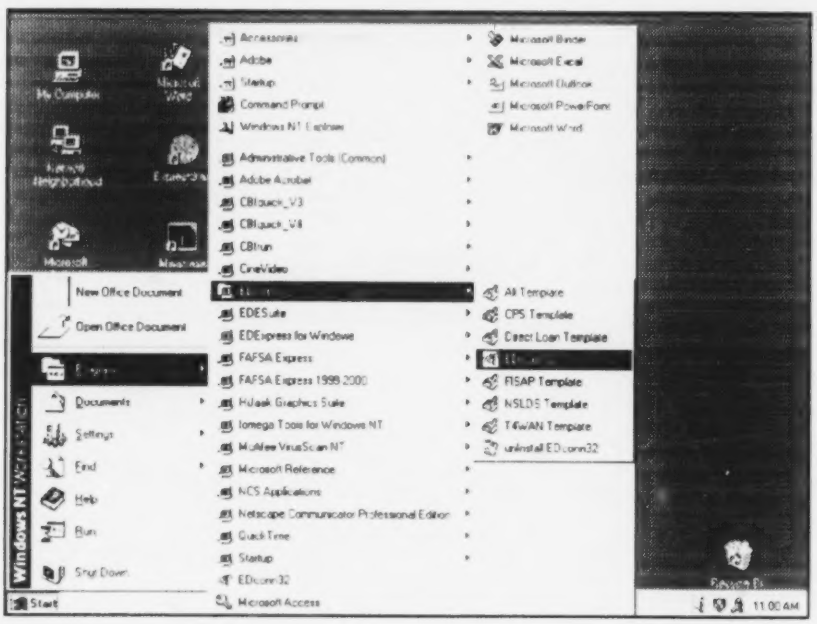


At this point, we will exit EDExpress and go to EDconnect.

*Click **Yes** to exit.*



*Using the **Start/ Programs** menu in Windows 95 or Windows NT, click the **EDconn32** program group and **EDconn32**.*

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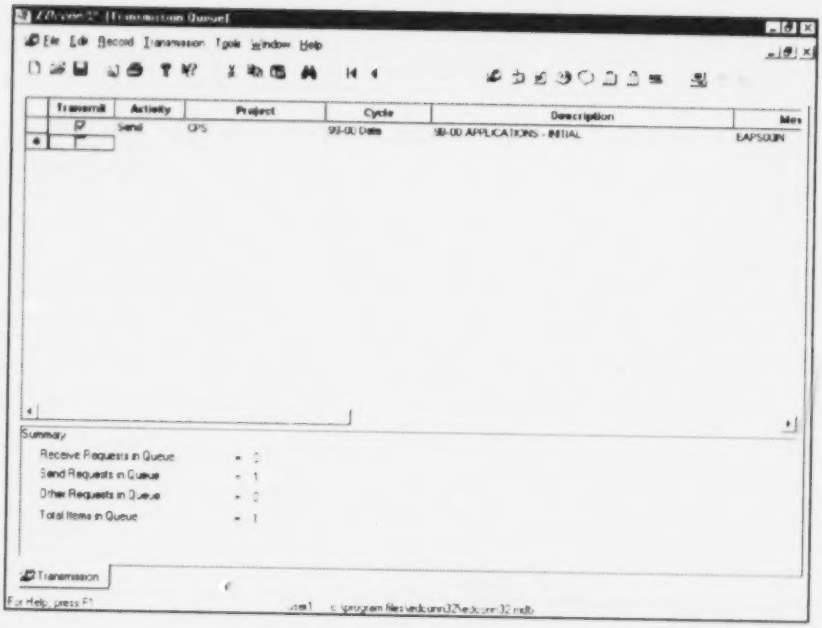
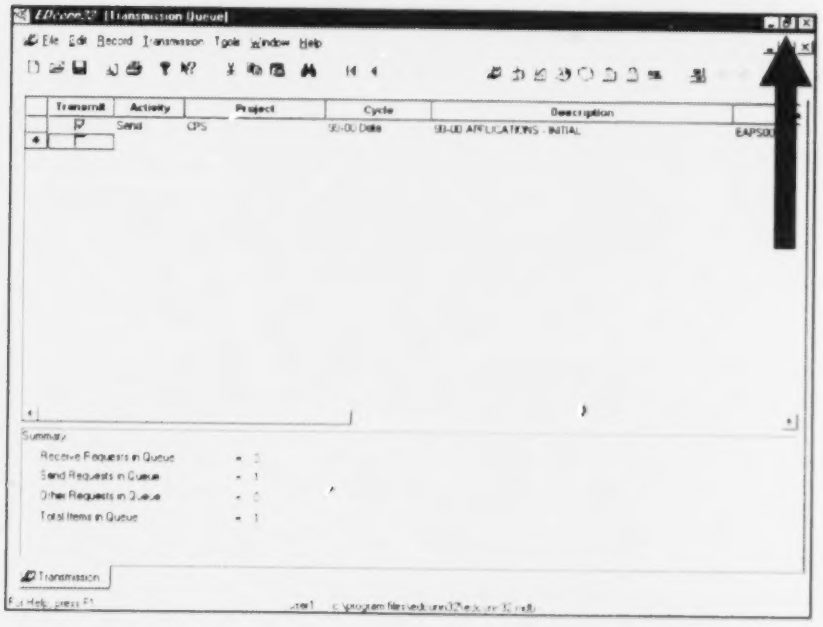
Here we see that one initial application record has been automatically placed in the Transmission Queue and is ready to send to the CPS.



Adding a Record to the Transmission Queue: Drag and Drop

The second method for adding records to the Transmission Queue uses the drag and drop feature of Windows. To accomplish this, you need to have both EDconnect and the Windows File Manager or Windows NT Explorer open at the same time.



The Transmission Queue must be open as displayed here. To view more than one window, you must first minimize EDconnect.

*Click the **Min/Max** box in the top right corner.*

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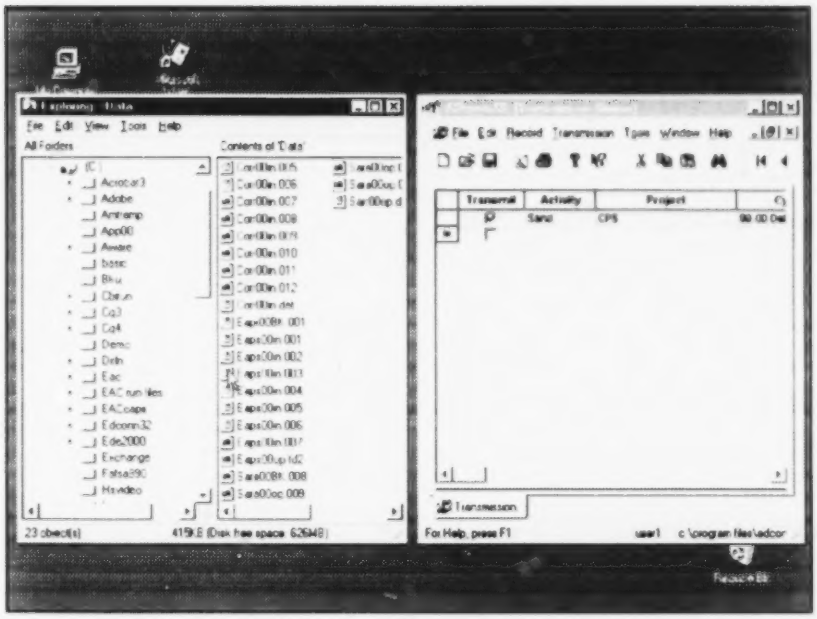
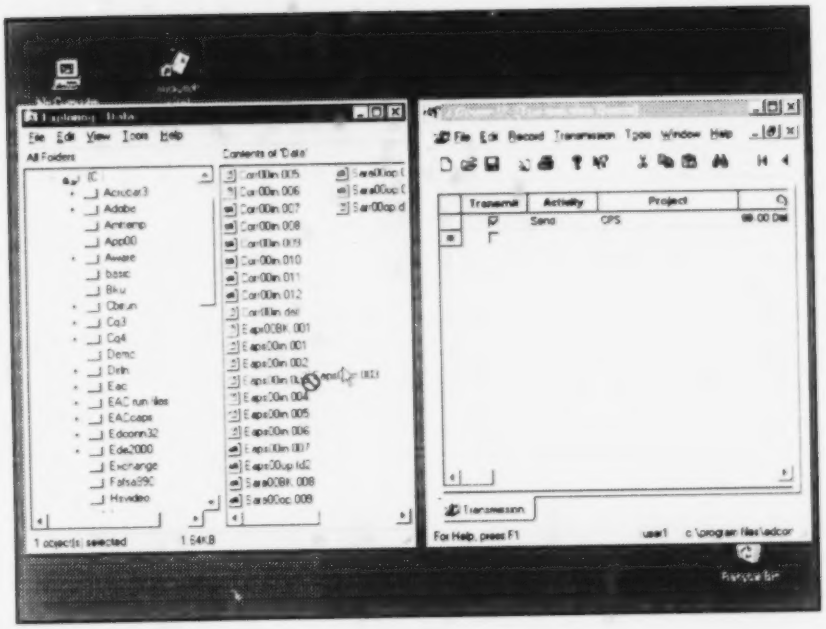
Next open the File Manager or Windows NT Explorer

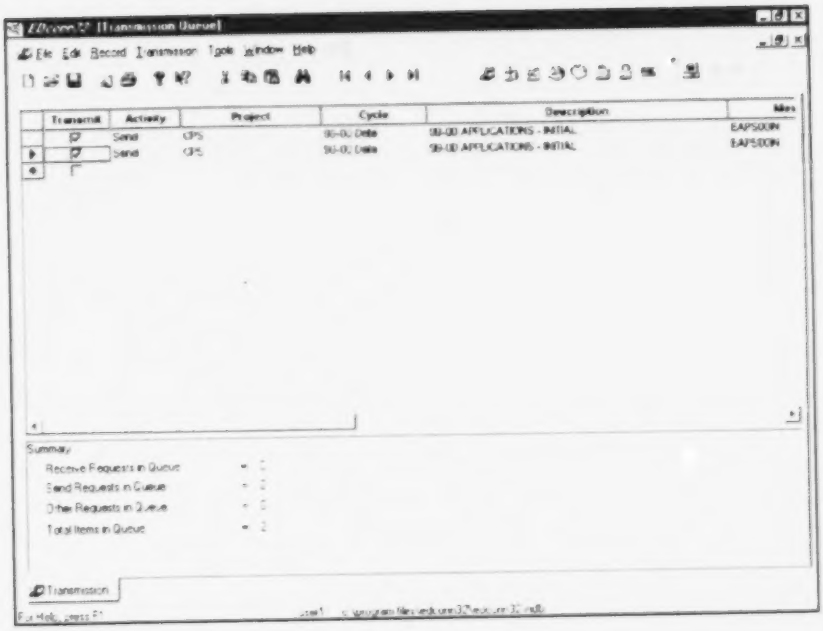
Next you must locate the files you want to send. In this example, the files are located in the iam\data directory on the C drive





Now you're ready to drag and drop files to EDconnect

Click on EAPS00IN 003, hold and drag to the Transmission Queue window



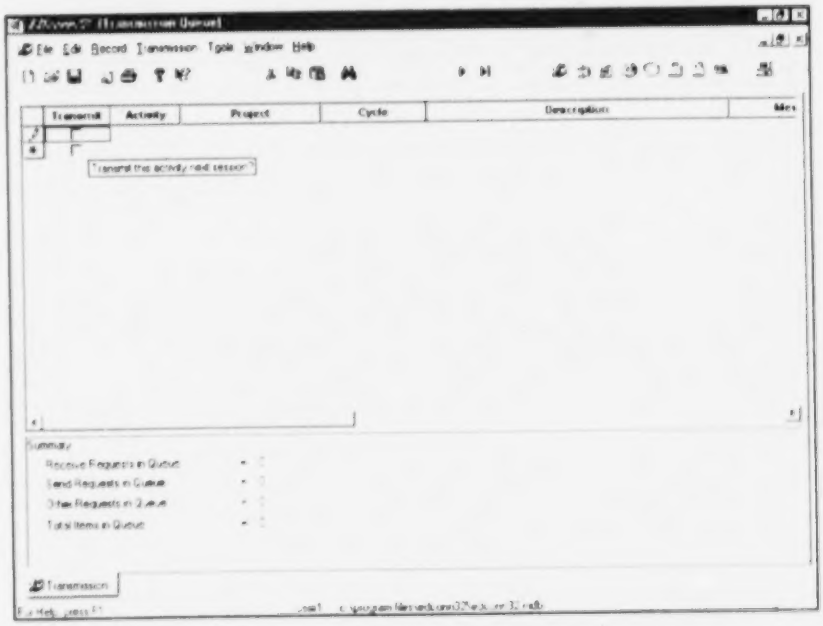
EDconnect recognized that this was a Send file to CPS based on the filename. Notice all fields in the queue are filled in when you drag and drop the file

Adding A Record to the Transmission Queue: Manual

Records can be added to the queue in several ways. The third and most basic or manual method involves adding a record to the queue by making selections in each column of the row

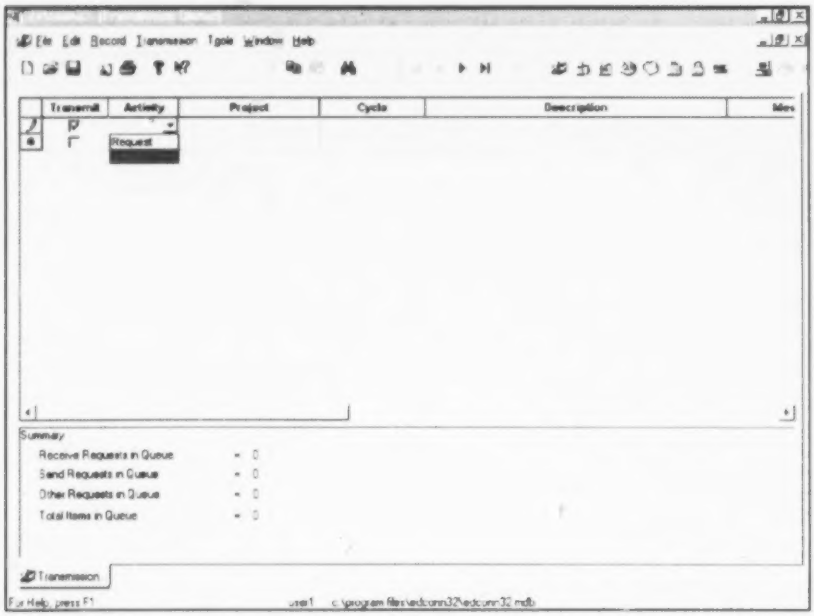
Click the cell in the ***Transmit*** *column to add a row*

In this example, the first record we will create will include a 1999-2000 electronic application to send to the CPS for processing

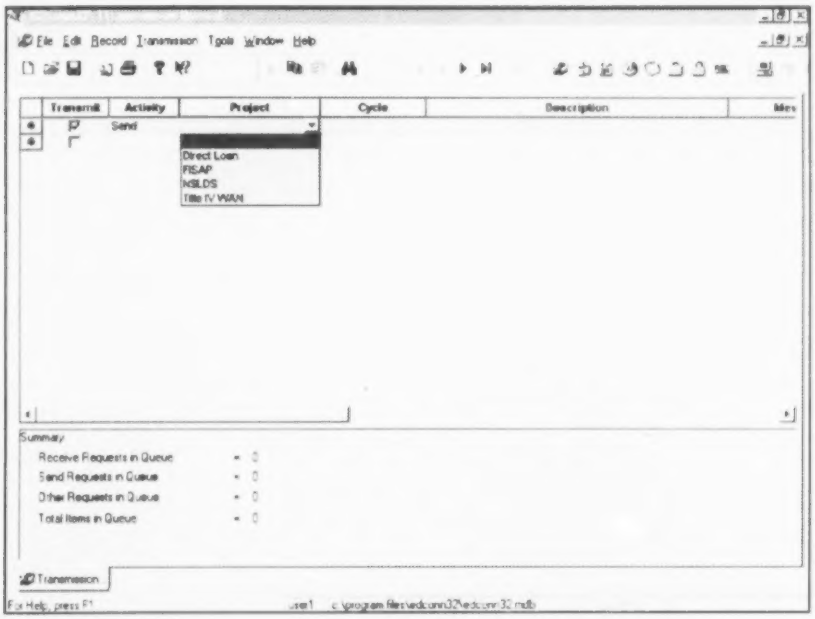


The transmit column on the Transmission Queue tells EDconnect whether or not you want to transmit a particular record

Click the box in the ***Transmit*** *column to include this record in the next transmission*



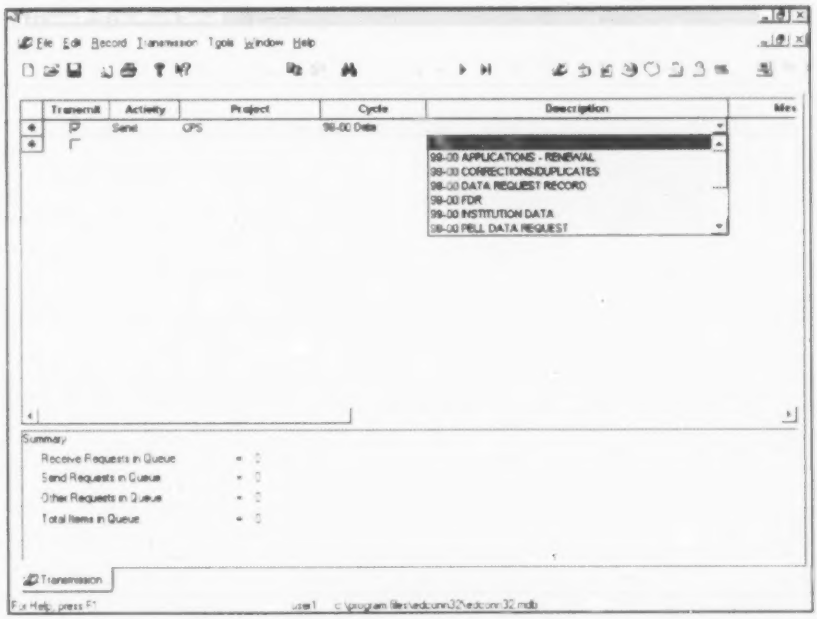
*Next, click the **Activity** column. Then click the scroll button and select **Send**.*



*To designate that you want to send data to the CPS, click the cell in the **Project** column, then click the scroll button and select **CPS**.*

To indicate what year you want to send data for, click the cell in the ***Cycle*** *column, then click the scroll button and select* ***99-00 Data***.

To indicate the kind of data you're sending, click the cell in the ***Description*** *column, then click the scroll button to display the pick list. Because we are submitting initial applications, select* ***99-00 Applications-Initial***



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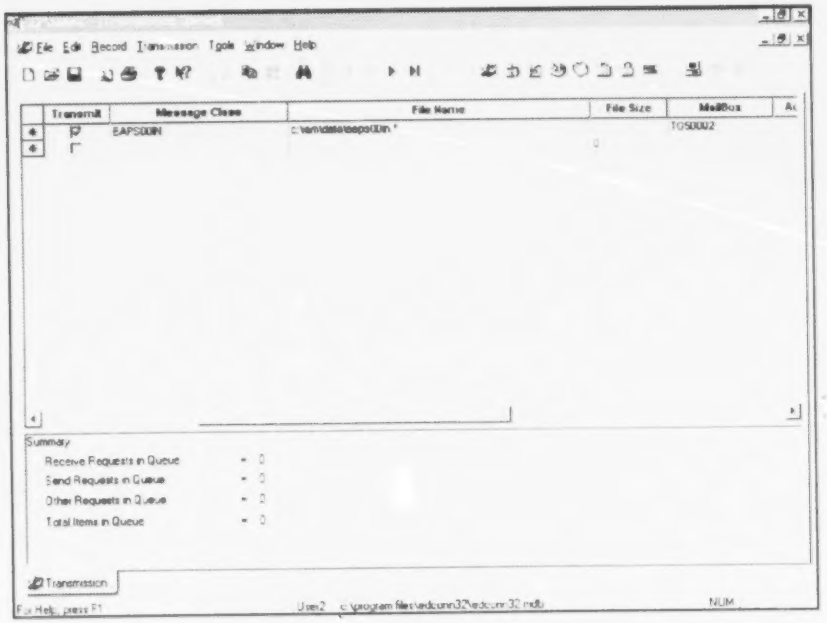
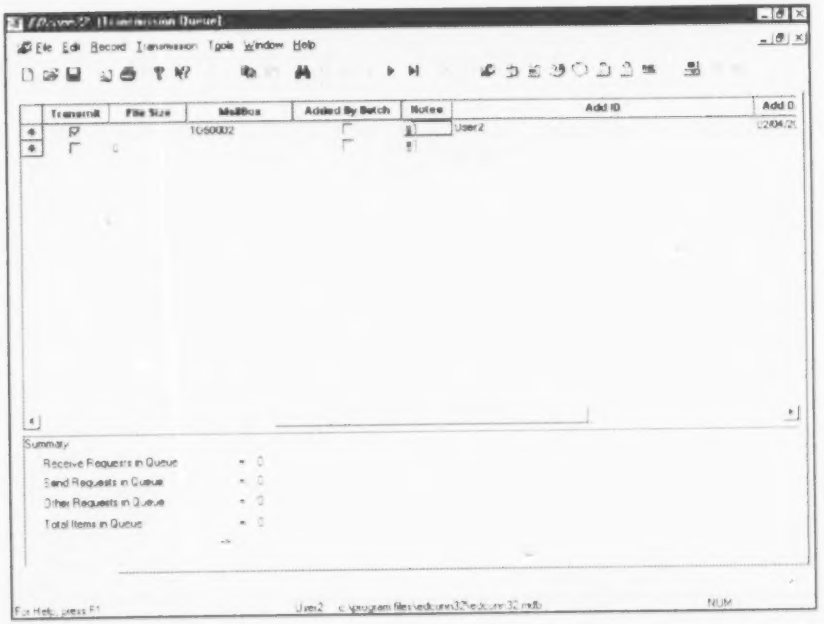


Next, click the cell in the ***Message Class*** *column. Click the scroll button and select* ***EAPS00IN***

When you click in the message class field, a dialogue box will appear prompting you to select a file.

Select the file you want and click ***Open***.

Click the horizontal scroll bar to move to the right. Notice that the File Name field shows the directory and path indicating where the data will be stored.



The ***File Size*** *column automatically displays the number of bytes in a Send batch.*

A check in the Added by Batch column indicates whether or not the record was added automatically through the EDExpress automatic add process.

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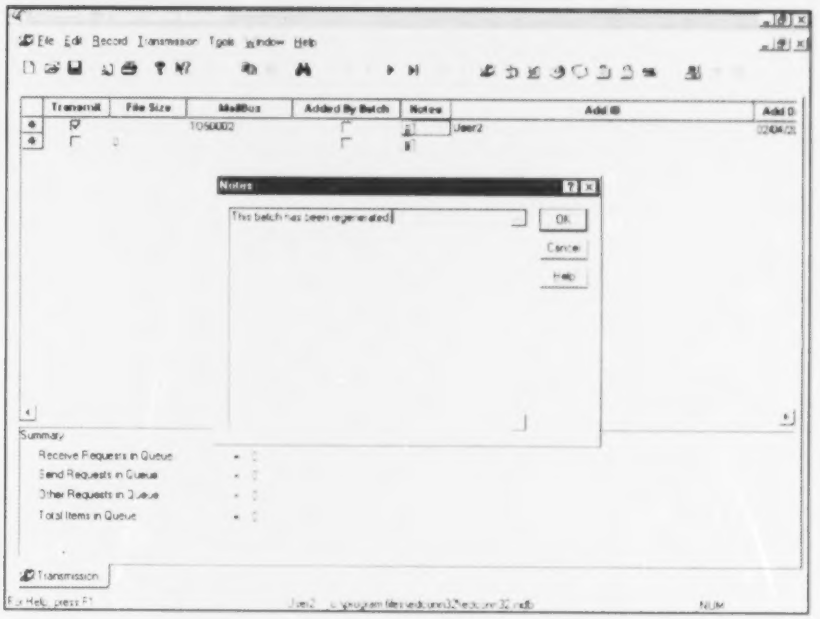
You can also click in the Notes column to add any notes about this batch.

Notes you create will not be transmitted and are for your internal use only.

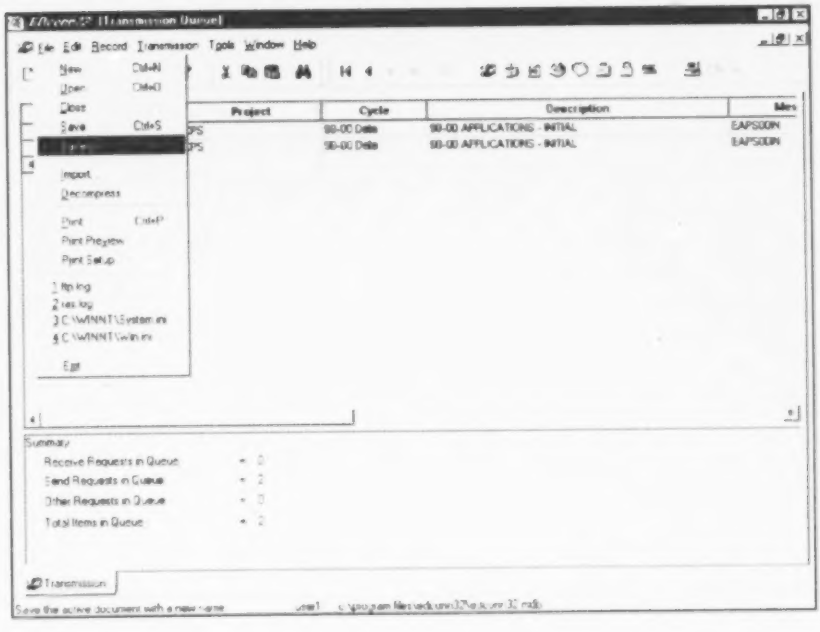


Note

Notes will remain on your database. However, if you delete a line in the Transmission Queue, the notes will be deleted as well.

Saving A Template

EDconnect allows you to save the records you've added to your queue in a template file, so you don't have to go through all these steps (manual, automatic, and drag and drop) each time you send and receive data. If you perform the functions listed in this queue weekly, for example on Mondays, every Monday you simply retrieve this template and transmit or modify your records. Templates represent snapshots of a current view saved to a disk file.



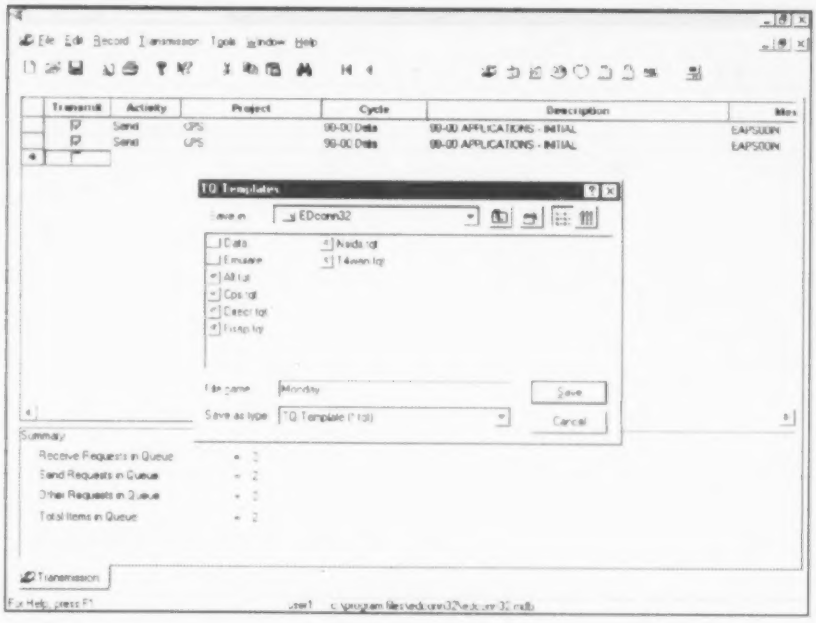
*Select **File/Save As** from the menu bar.*

The TQ Templates box displays the file location of templates (in this example EDconn32). If the location is satisfactory, click in the ***File Name*** *field and type the name of the template file*

Since this is the template you plan to use every Monday, name the file monday tqt

Enter ***'monday'*** *and click* ***Save*** *when finished (the .tqt extension will appear automatically).*

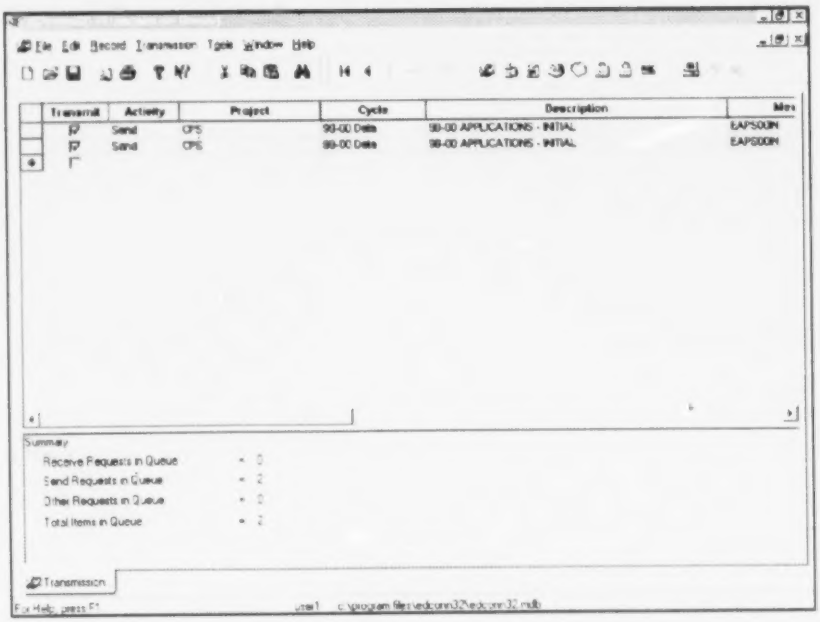
At this point you have saved the current TQ as a template called MONDAY.TQT. At any time in the future, Mondays or otherwise, you can open the template and the saved TQ view will be displayed and ready for use



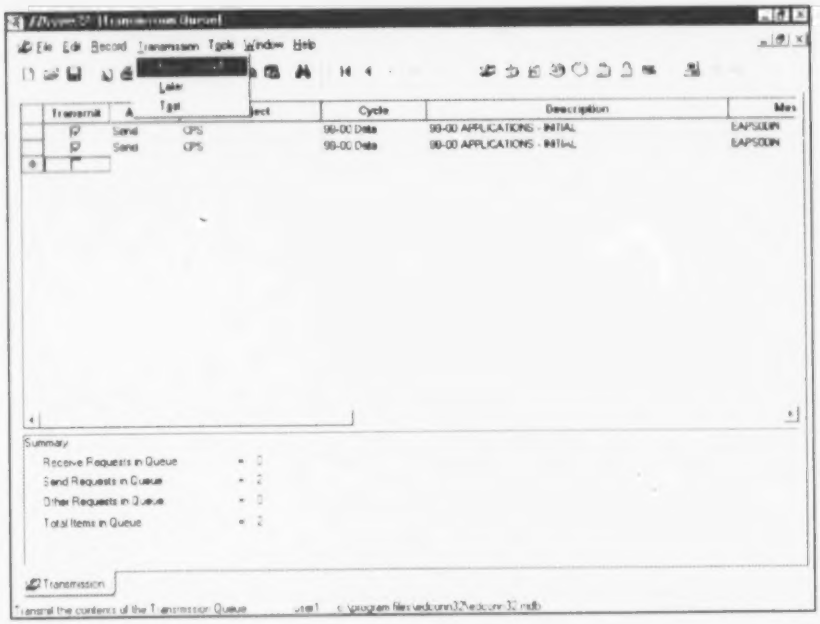
Note

EDconnect includes pre-defined templates for receiving data.

Transmitting



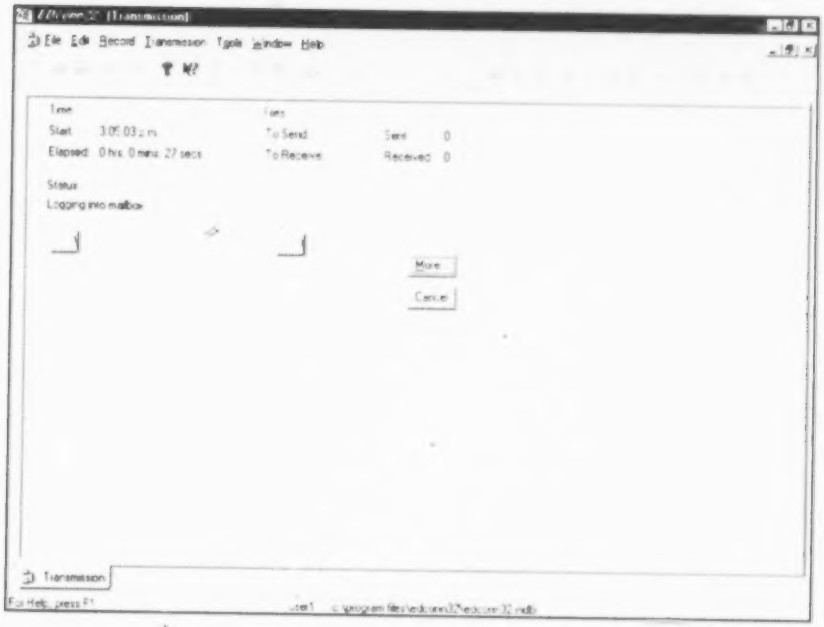
*Now that you have added Send records to the transmission queue, you are ready to connect to the network. You will use the **Transmit Now** Functions to send the data to the network.*



*From the menu, select **Transmission/Now***

EDconnect will dial the network

We are logging into our mailbox



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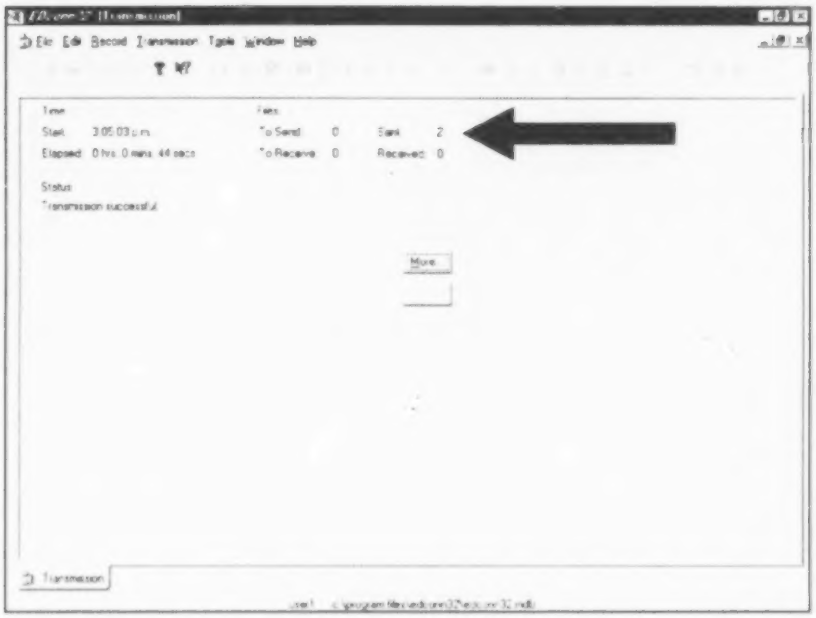
The application files you are sending are being transferred to the Title IV WAN.



The transmission was successful. Both files were transmitted to the Title IV WAN.

*Click the **More** button to view information about the transmission.*

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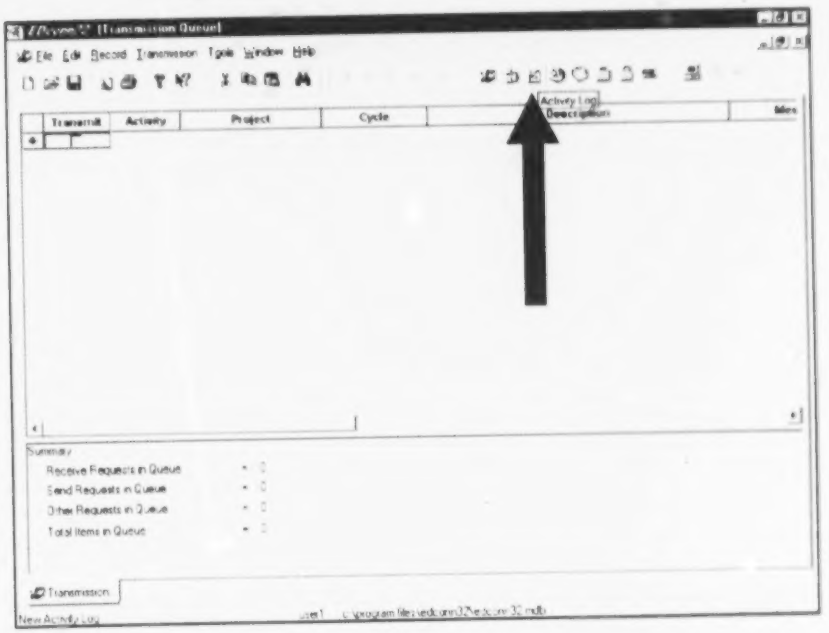
This box gives you information about your transmission such as connections and logins. If your transmission is not successful, you can look here to see reasons why.

Reviewing the Activity Log

At the conclusion of a transmission, the results of what happened to each record in the transmission are stored in the Activity Log.



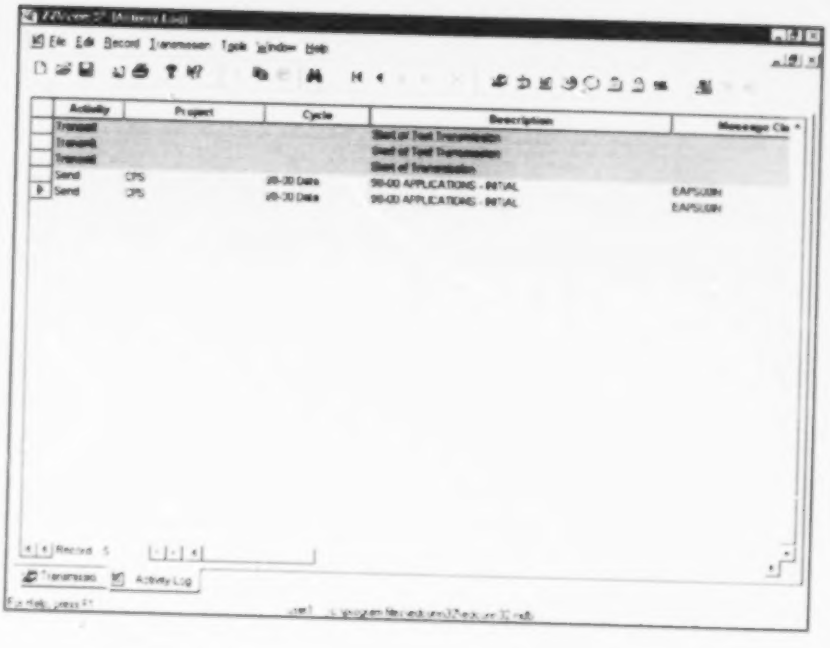
*To view the Activity Log, click the **Activity Log** icon on the toolbar.*

This is the Activity Log. Each row represents a different transmission activity. The arrow points to the last activity completed. Notice the first column describes the type of activity.

Just as in the Transmission Queue, information is provided about the kind of data contained in each record.

Click the right horizontal scroll arrow to view more information.

Click the **Close** *box (X) in the upper right hand corner to close this view.*



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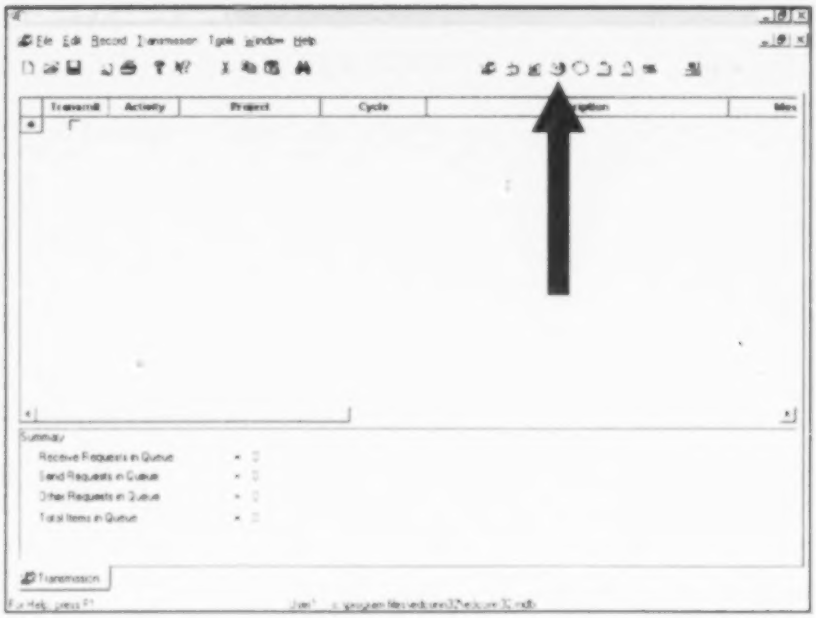
Mailbox Query

During each transmission EDconnect polls your network mailbox to see if there are any batches of data that you have not yet retrieved. Mailbox Query displays information about those batches still in your network mailbox. By using the Mailbox Query View, you can review the records off-line and see what you need to request.



Click the icon for Mailbox Query on the toolbar

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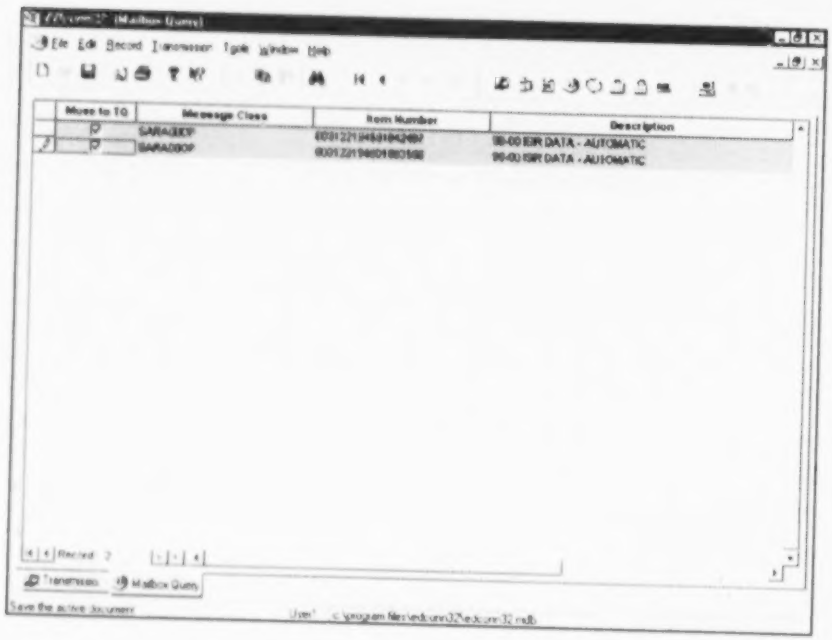
Each record in the Mailbox Query is identified by the message class, item number, and description. Scroll to the right to view more information.

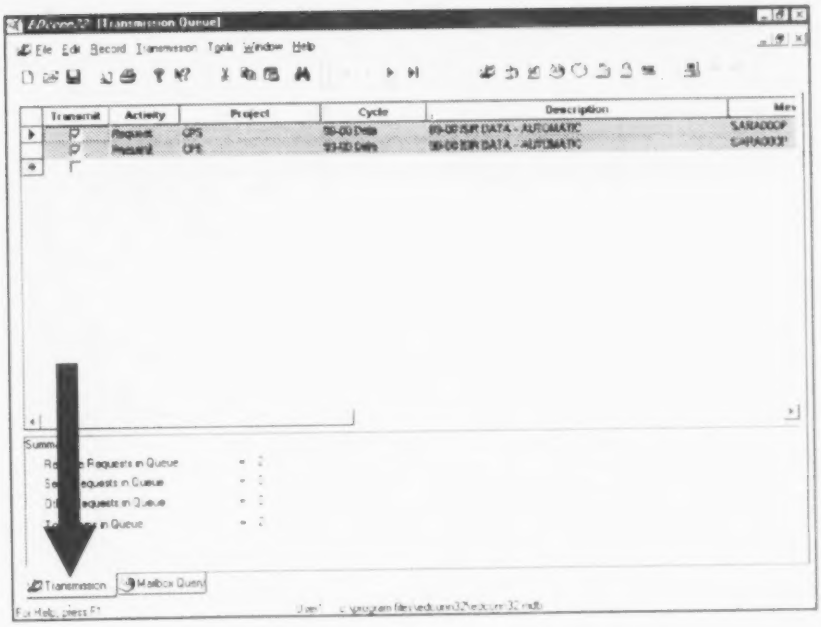
Not only can you view the batches remaining in your mailbox, you can also add these records to the Transmission Queue to be automatically requested.

To request the records in your mailbox, click the box for each record in the Move to TQ column, beginning with the first line.

When you save the Mailbox Query the records will now be moved to the Transmission Queue.

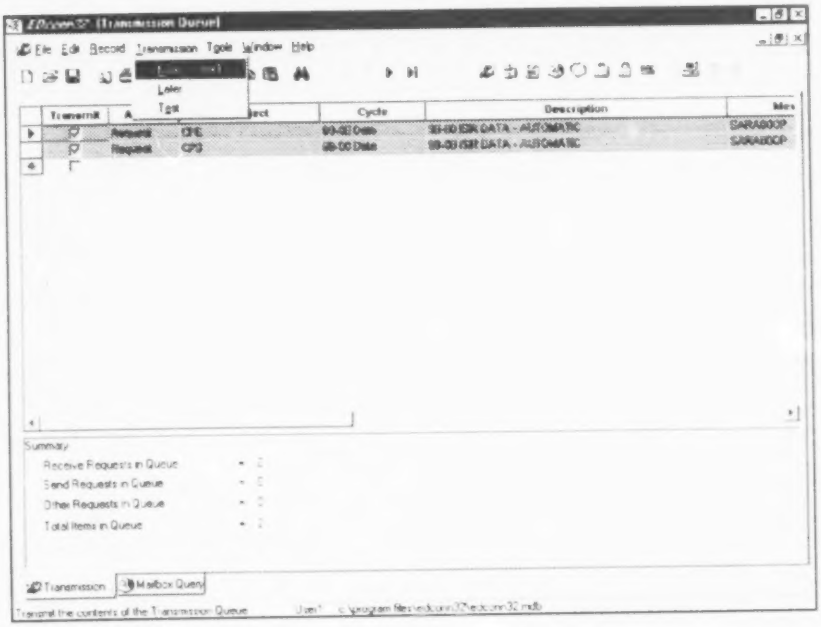
*Click the **Save** icon on the toolbar to add these records to the Transmission Queue.*





Click the transmission tab at the bottom of the screen to view the records that have been added to the TQ

Notice that these records are the new records added from the Mailbox Query

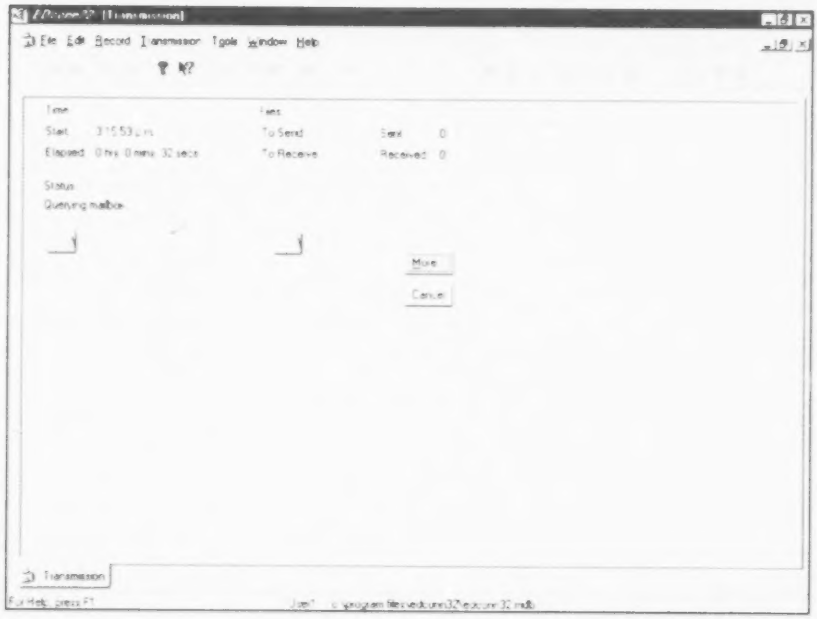


Now you're ready to transmit again

*Select **Transmission/ Now** from the menu bar*

A dialogue box tells you that you are connecting to the Title IV WAN.

EDconnect is querying your mailbox and retrieving data.



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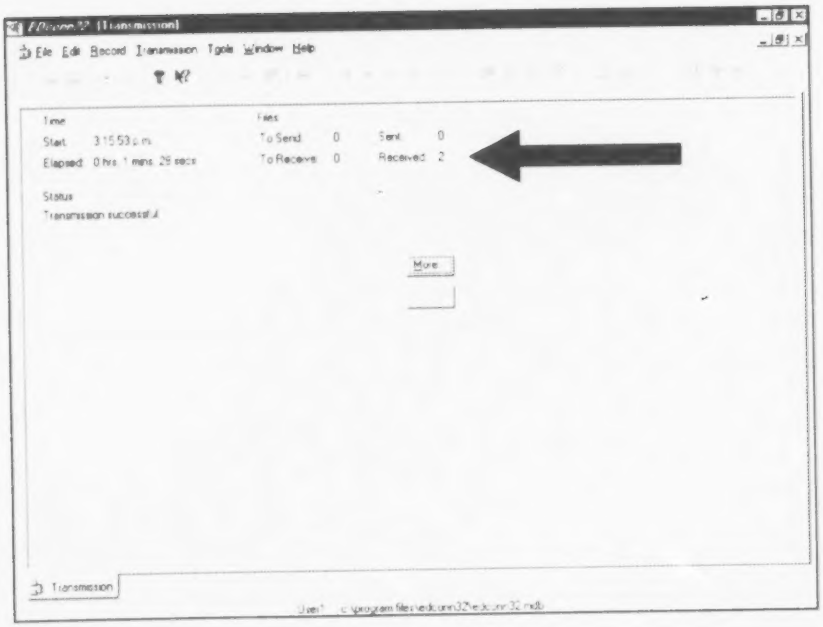
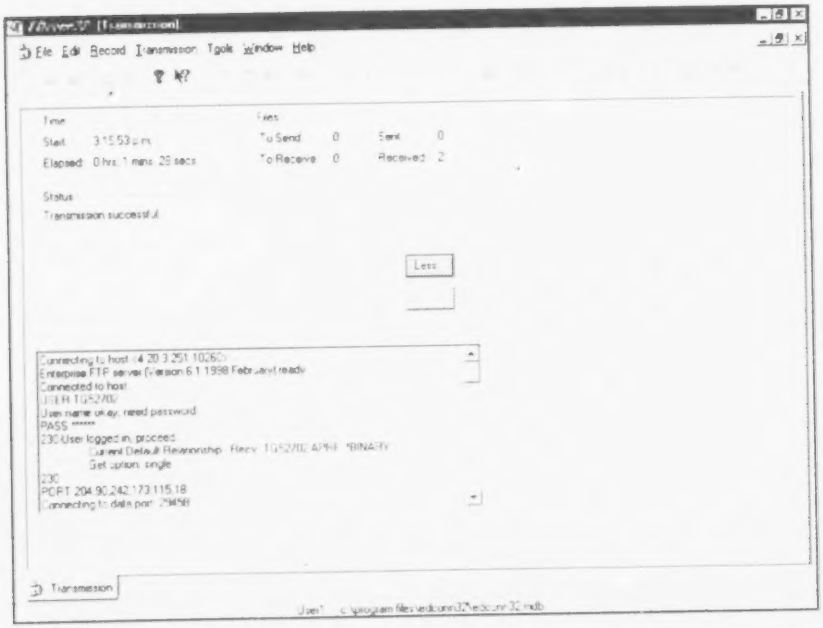


The transmission was successful. Two files have been received.



*Click the **More** button to see information about the transmission.*

*Click the **Close** box when you have finished.*

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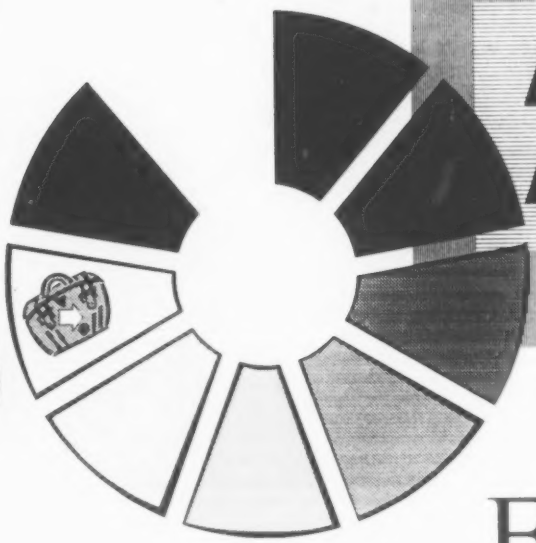
Discussion Questions for Chapter 6

1. Name a tool you can use to keep track of batches of data.
2. In EDconnect, who sets up access rights for users?
3. Name three ways to add records to the Transmission Queue.
4. How do you know if you've retrieved all batches of data from your network mailbox?

Chapter 7



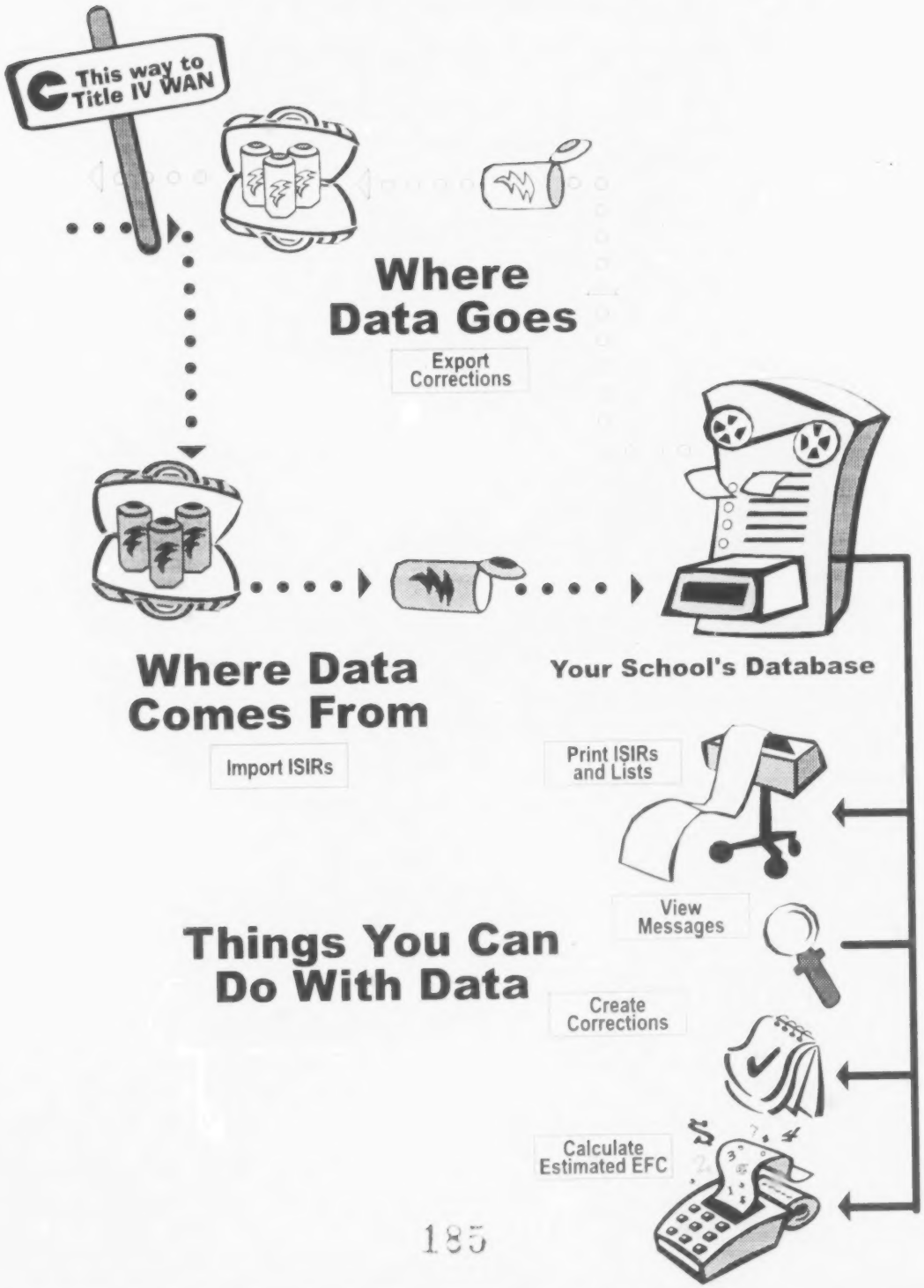
ISIR Processing Part 1

EDExpress provides you with the tools to create, store, and retrieve various kinds of data necessary for participation in all EDE processes. You have already created and stored application data for a student and learned how to send that data to the Central Processing System via Title IV WAN. The next step in the processing cycle is to receive processed Institutional Student Information Records (ISIRs) from the CPS. In this session you will learn how to import ISIR data received from Title IV WAN into EDExpress. Once you have added records to your ISIR database, you can print ISIR reports or use the data to create corrections.

7 ISIR Processing (Part1)

Objectives

1. Use the import function to add ISIR data to the EDExpress database.
2. Locate the batch using the Batch Activity Browse.
3. Use the print function to print a list of processed records.
   - Use selection criteria to select rejects from a printed list.
4. Use the print function to print multiple ISIRs including comment text.
5. Review a record and add a document to be requested.
6. Use the ISIR review tab to review multiple transactions.


This way to Title IV WAN
Where Data Goes
Export Corrections
Where Data Comes From
Import ISIRs
Your School's Database
Things You Can Do With Data
Print ISIRs and Lists
View Messages
Create Corrections
Calculate Estimated EFC

Importing ISIR Data

Data processed by the CPS is sent to you over the Title IV network in the form of an Institutional Student Information Record (ISIR). An ISIR is produced as a result of something you did or something the student or another institution did. Each time you create and submit an initial electronic application, correction, or duplicate request, you will receive a corresponding processed ISIR. Each of these are identified by the message class or filename.

An ISIR may also be sent to you automatically depending on the actions of the student, another school, or another agency. For example, if students list your federal school code on their FAFSA, you will receive ISIRs for those students. An automatic ISIR may also be created from a paper correction submitted by a student or an electronic correction submitted by another school. These automatic ISIRs are created from applications submitted through:

- FAFSA Express
- FAFSA on the Web/Renewal FAFSA on the Web
- a paper FAFSA or renewal FAFSA entered by a Multiple Data Entry point (MDE)
- an application entered at another school
- system generation by CPS (including records created as a result of NSLDS post-screening)

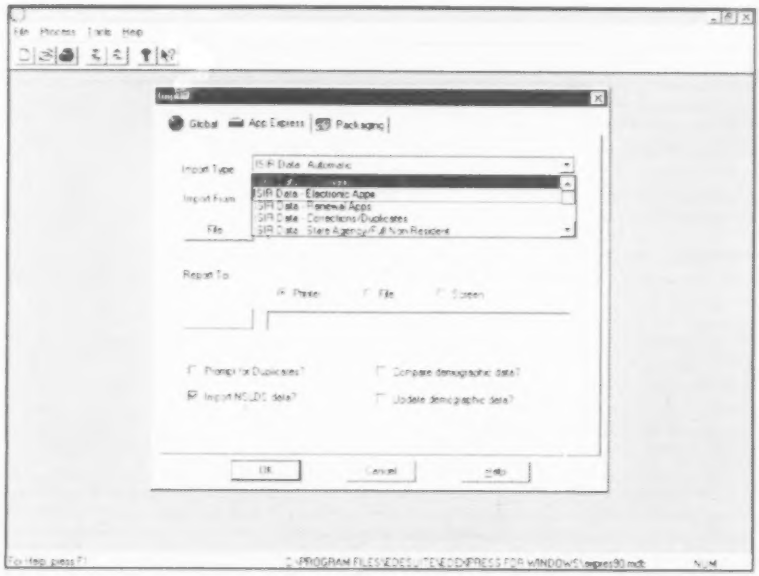
After you retrieve the data from the network using EDconnect, you will import the batches into EDExpress using the process described in the next section.

Electronic App ISIR

Select **File, Import** from the menu bar.

Remember:

*The import files are stored in the location you defined in the EDconnect Setup or EDExpress (**Tools/Setup/Global/File Management**).*



Click the **App Express** tab.

The Import Type field allows you to choose exactly what type of ISIR data (i.e., electronic app, automatic) you want to import. Select **ISIR Data - Electronic Apps** from the drop-down list.

The message class filename and location are listed in the Import From field.

7 ISIR Processing (Part1)

*Click on the **File** button to select the file you will import.*

Review the files in the identified directory and click on the file to be imported.

*Click **Open** to select the file and return to the Import screen.*

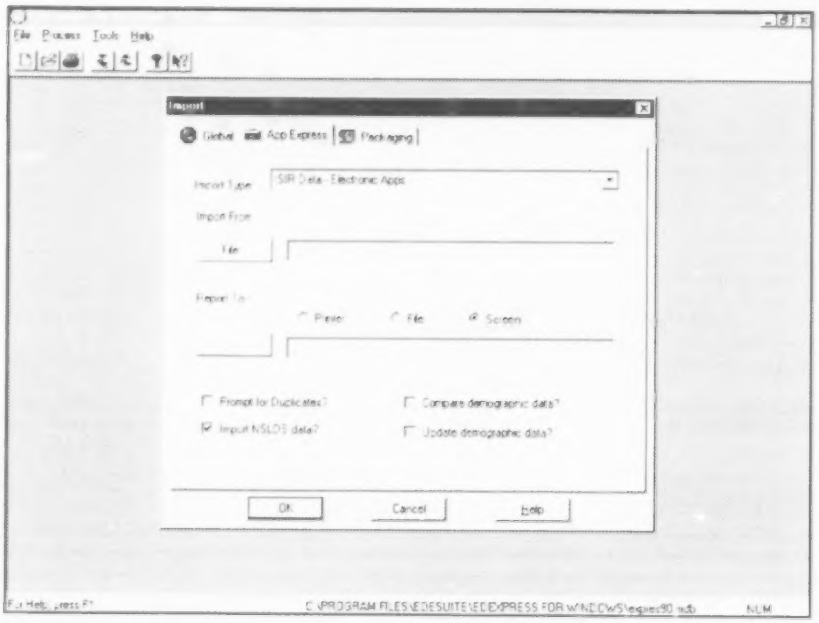
*Click the **Printer, File,** or **Screen** button in the Report To field to select an output destination for the edit report. If you select **File**, review the file name in the Report To File field to change, if necessary.*

*Click on the **Prompt for Duplicates** button to display any duplicate records found during import. This feature allows you to pause the import process when a duplicate is found. Whether you select this option or not, the duplicate will be skipped during the import process.*

*Click on the **Import NSLDS Data** button to import that data.*

If you want the import to compare or update demographic data, click the appropriate boxes.

*Click **OK**.*



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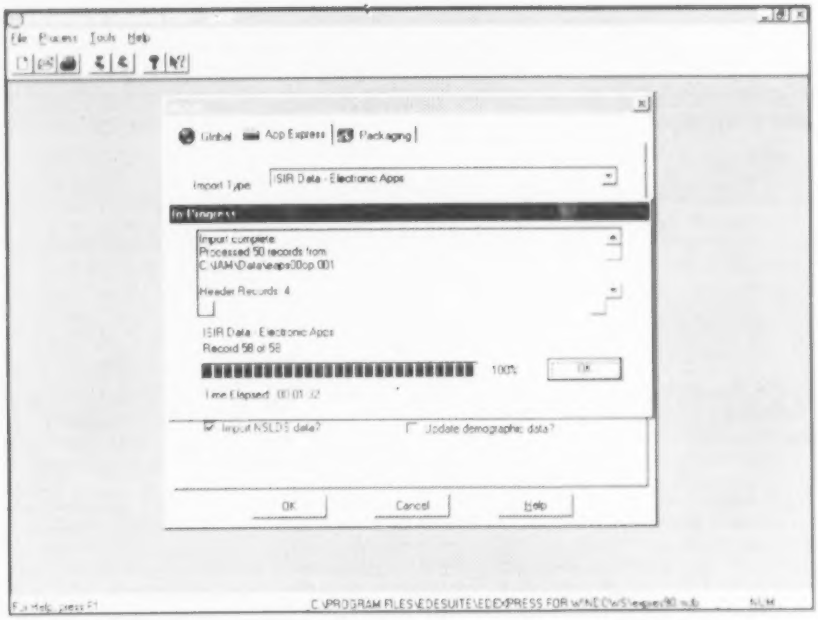
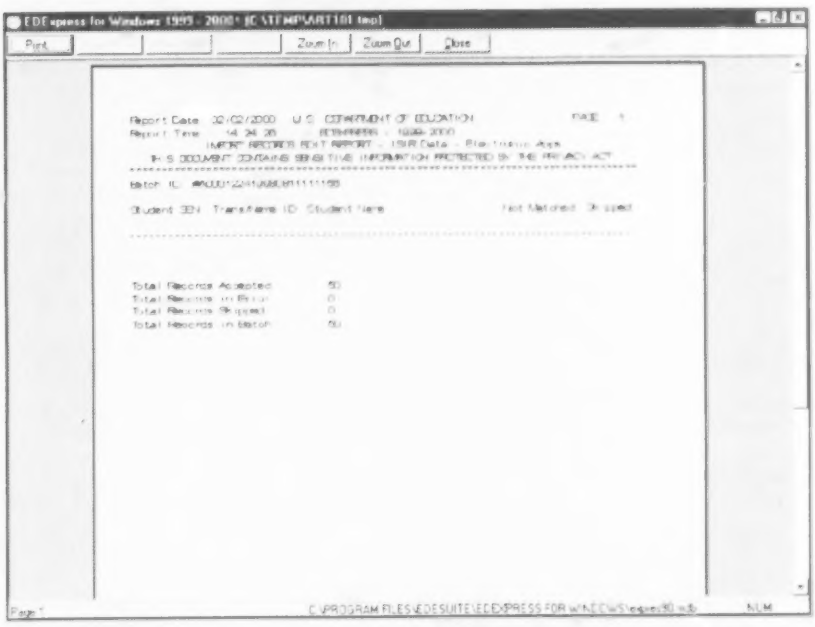


The batch report displays statistics about the imported data.

Use the scroll bar to see all the import data.

The names of all imported files are changed from OP to BK so they will be filtered from the Import File pick list the next time you need to import a file of this type.



The Import Records Edit Report displays the Batch ID as well as statistics about the imported batch.

In this case, 20 records were added to the database.

*Click the **Close** button to close the report.*

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Tip:

*An Edit report is generated each time you import data into EDExpress. If you want to save a copy of the report, select **File** or **Printer** as the Report To: destination in the Import dialog box.*

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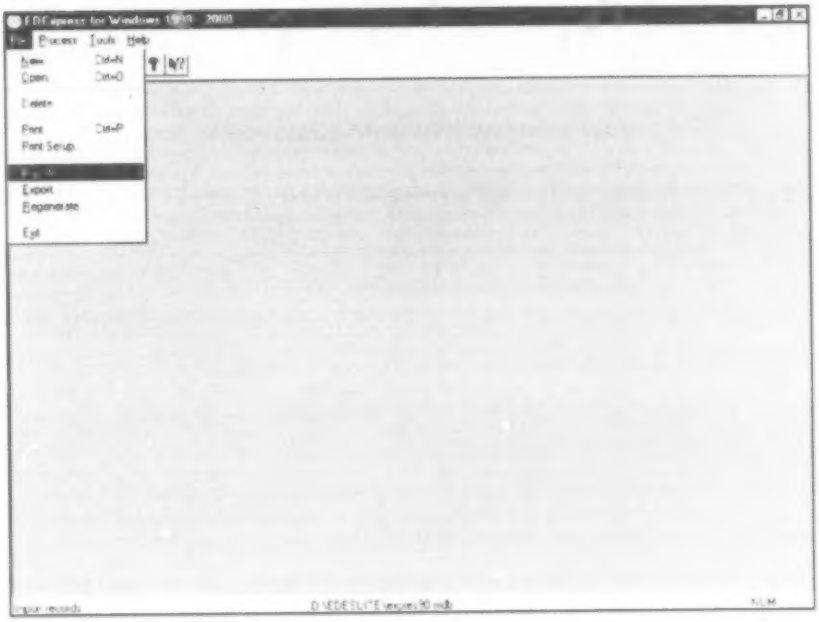
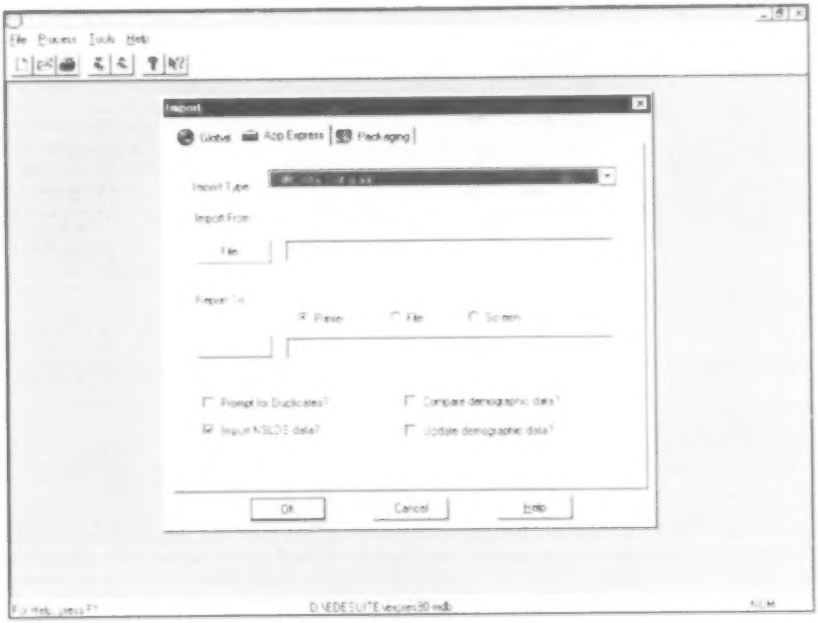
7 ISIR Processing (Part1)

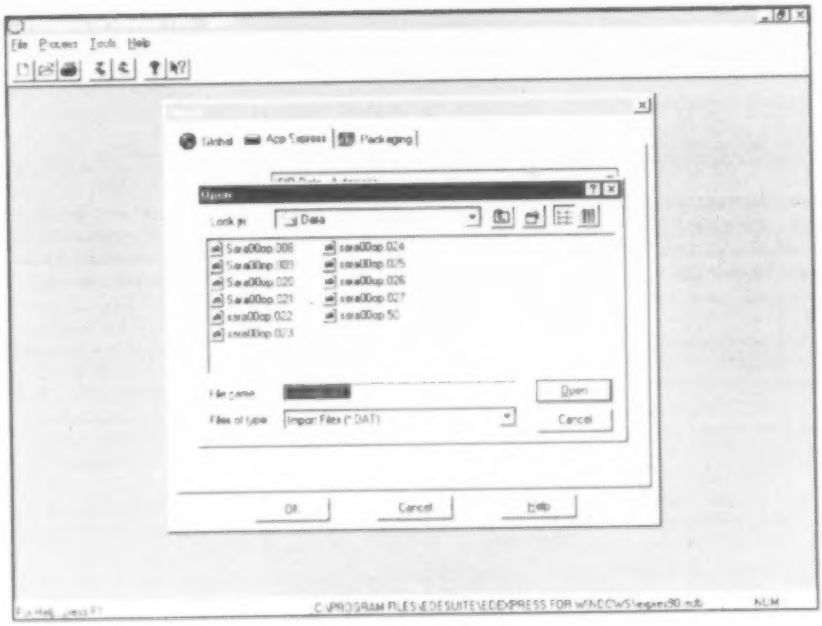
Automatic ISIR

*Click **File/Import** to begin the automatic ISIR import*

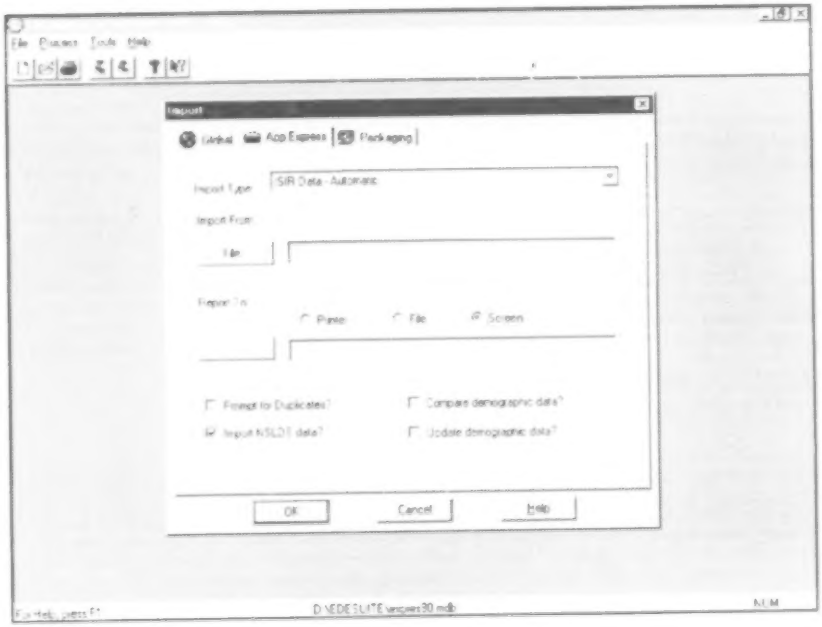


Click File to select the automatic ISIR file from the iam/data directory





*Select the import file and click **Open***



*Select **Screen** as the Report To destination*

*Click **OK***

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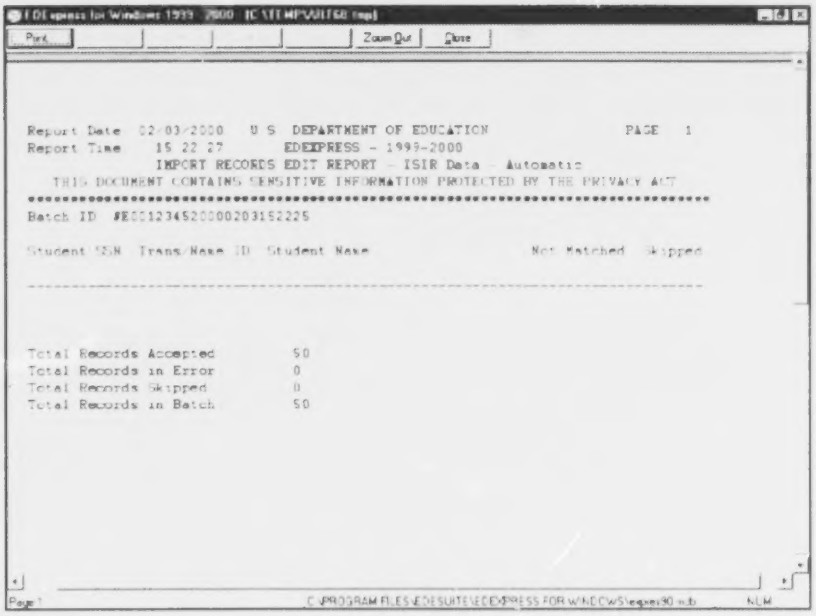
A progress bar shows the import

The batch report shows statistics about the imported data

Click **OK**


Print
Zoom Out
Close
Report Date 02/03/2000 U S DEPARTMENT OF EDUCATION PAGE 1
Report Time 15 22 27 EDEXPRESS - 1999-2000
IMPORT RECORDS EDIT REPORT - ISIR Data - Automatic
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Batch ID #E001234520000203152225
Student SSN Trans/Name ID Student Name Not Matched Skipped
Total Records Accepted 50
Total Records in Error 0
Total Records Skipped 0
Total Records in Batch 50
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expert30.mdb
NUM

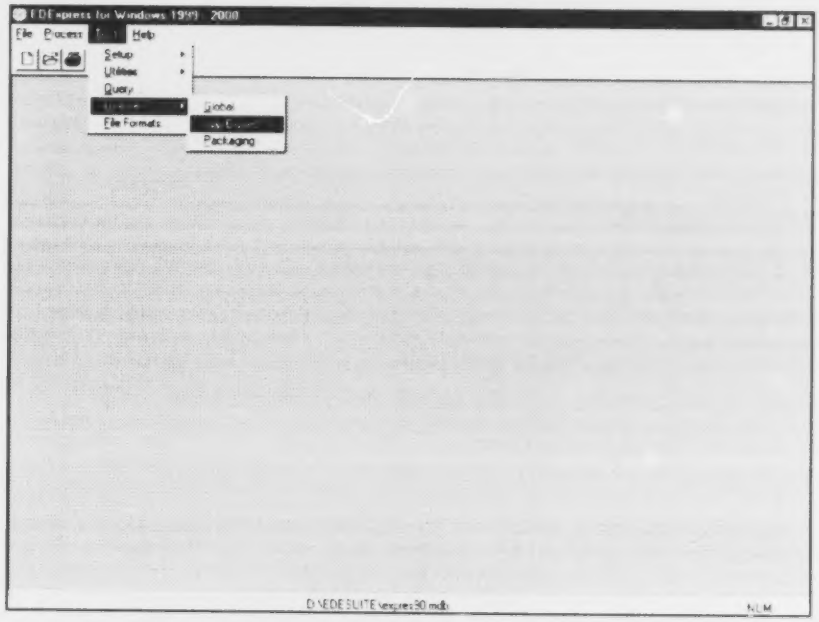
The Import Records Edit Report displays the Batch ID as well as statistics about the import batch.

In this case, 5 records were added to the database.

Batch Activity Browse

Just as you reviewed the batch activity information after you exported application records, you can review the batch records after you import data.

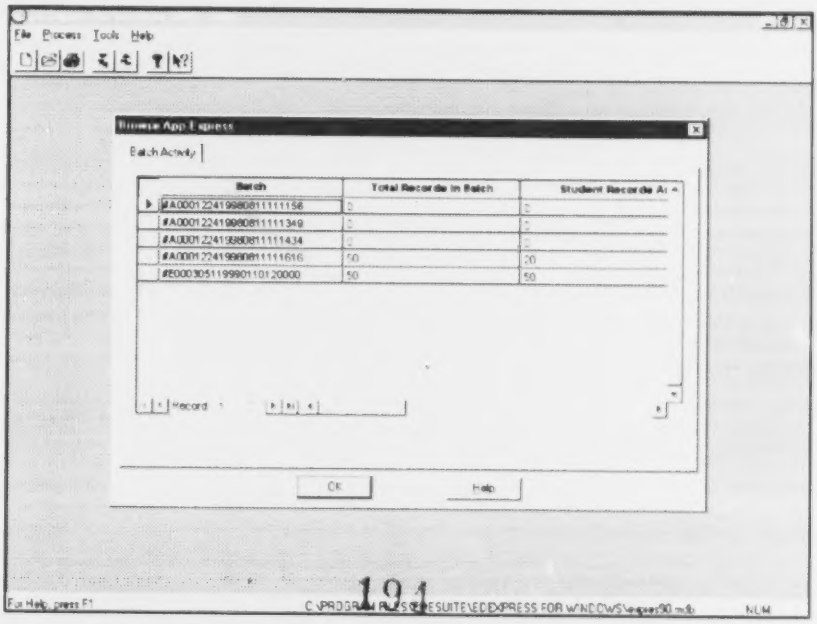
*Select **Tools/Browse/ App Express** from the menu bar*



These are the batch activity database listings.

Notice both the Electronic App and the Automatic ISIR are displayed.

How does this compare to the batch activity in Chapter 5?



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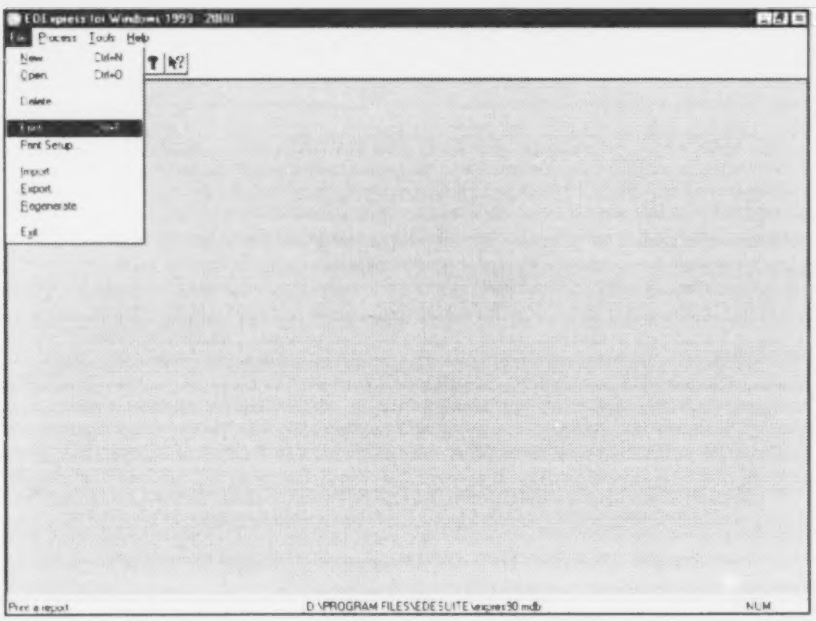
Printing a List of Processed Records

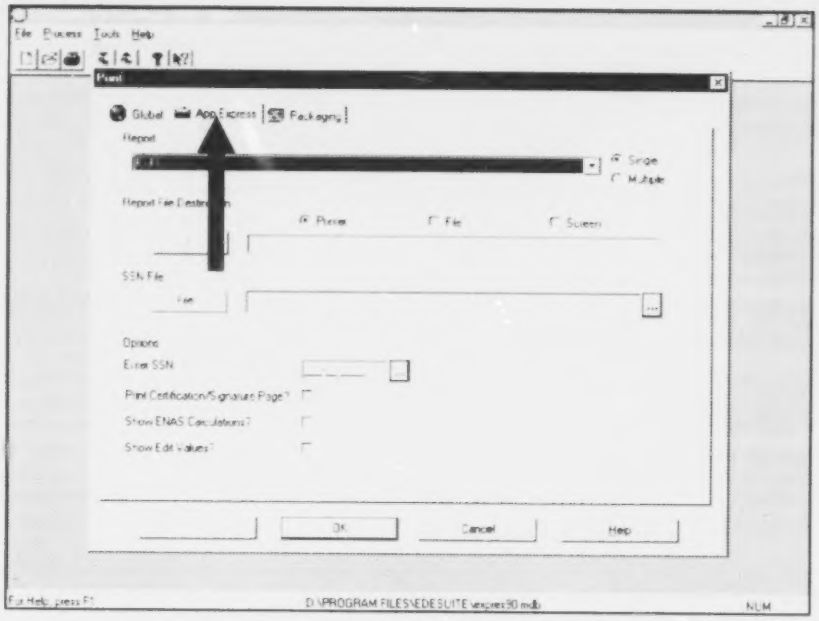
You just imported a batch of records. Do you know which students were included? How can you find out? After you import a batch of processed ISIRs, you may want to print a list of the records contained in the batch. You can use selection criteria to specify which records to include in the list.



*Select **File, Print** from the menu bar.*

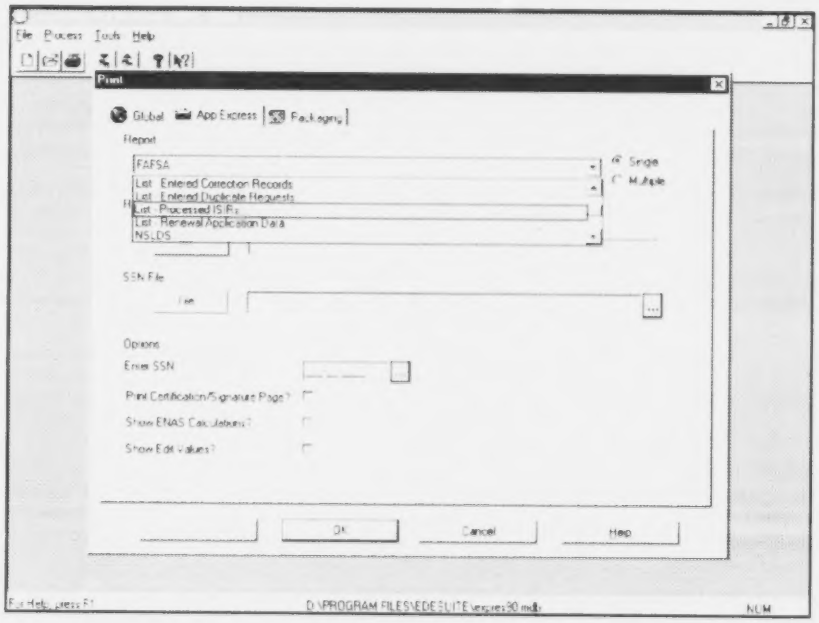
7 ISIR Processing (Part1)

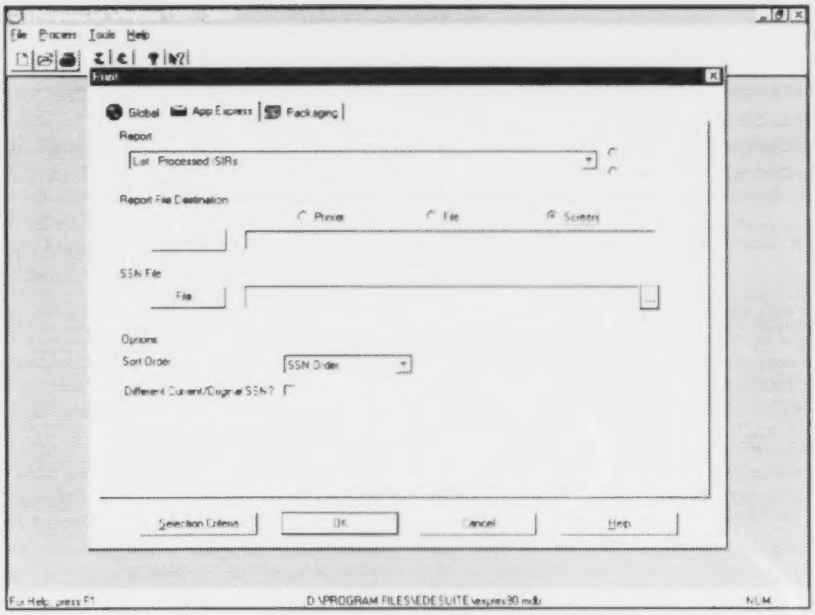
*Select the **App Express** tab*



*Click the **down arrow** in the Report field to display a list of items that you can print*

*Select **List - Processed ISIRs***



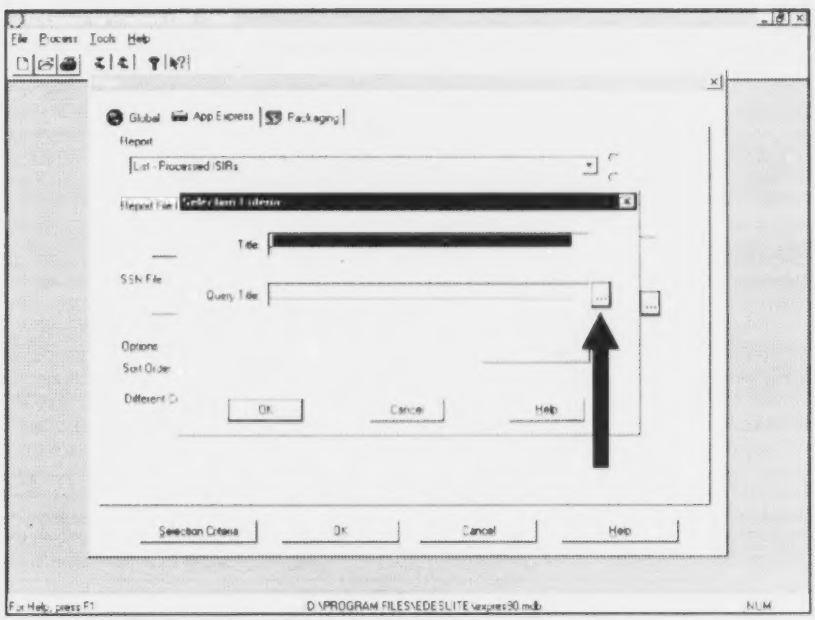


You can send the list to the printer, save it as a file, or view it on the screen.

*Click **Printer** to print the list. If output is to a file, click the **File** button to locate and name the file, and then click **OK**. Click **Screen** to view the list on the PC screen.*

You can also sort records by last name or SSN using the Sort Order option.

*Click on the **Selection Criteria** button at the bottom of the screen to select a specific group of records.*

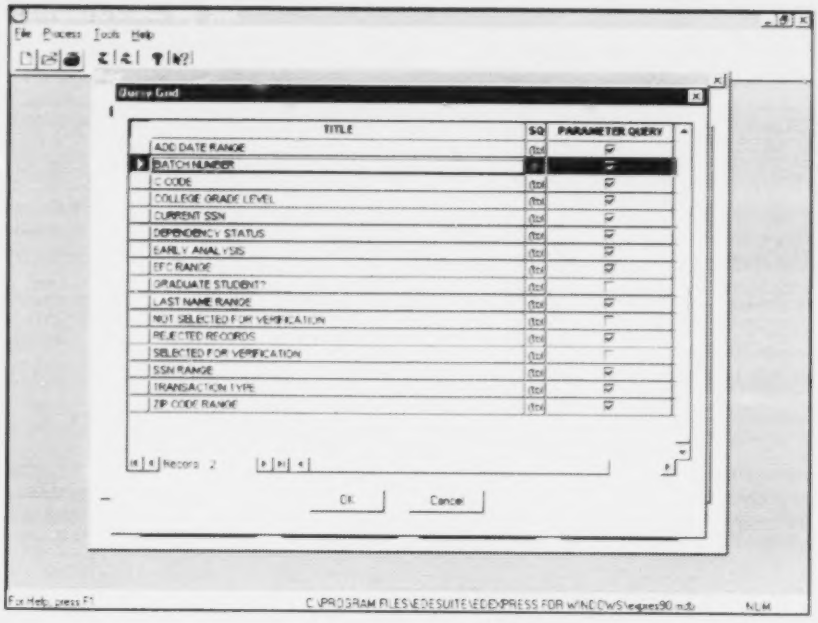


Click the ellipsis button next to the Query Title field to see a list of queries.

7 ISIR Processing (Part1)

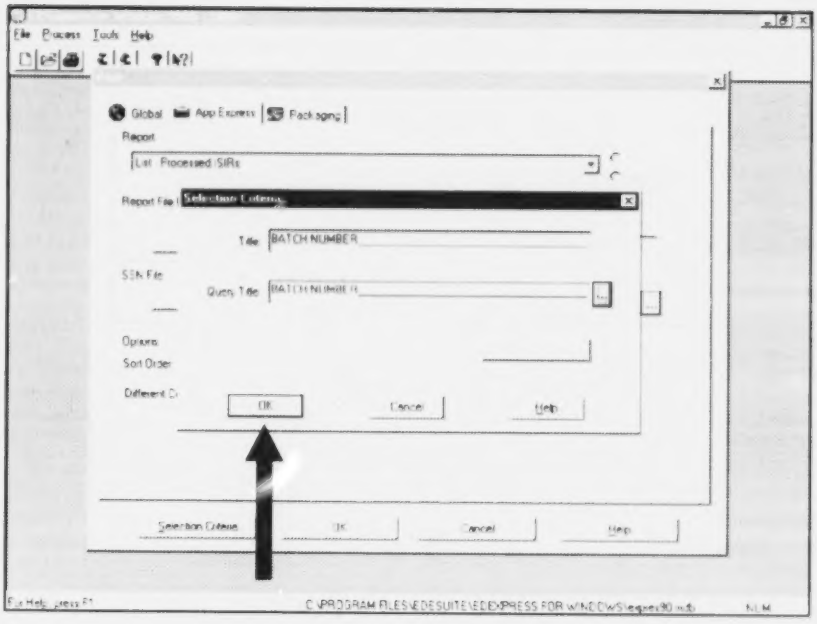
The Query grid shows all the queries in your database. In this example, only the records for 2nd year/sophomore students will be included

*Select **College Grade Level***



The College Grade Level query has been added as selection criteria.

*Click **OK***



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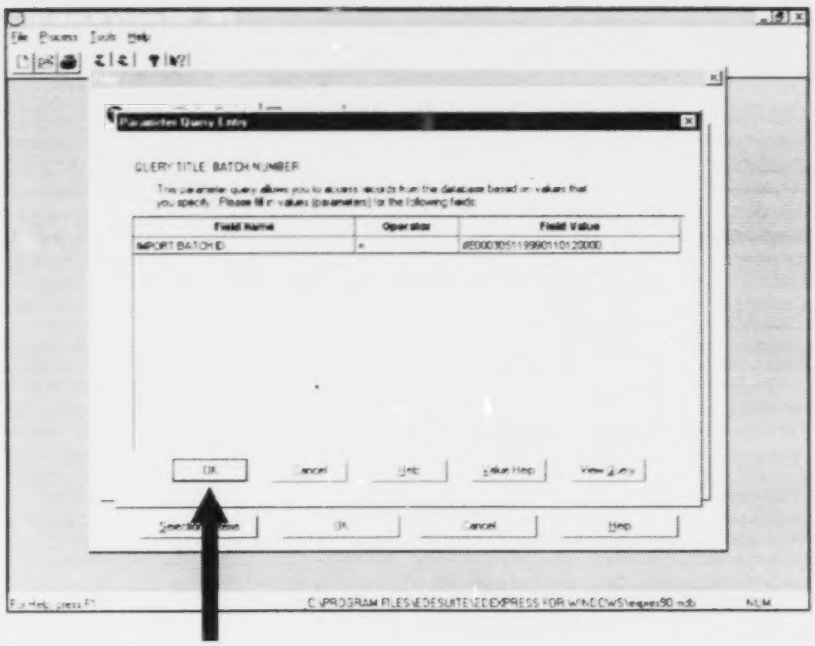
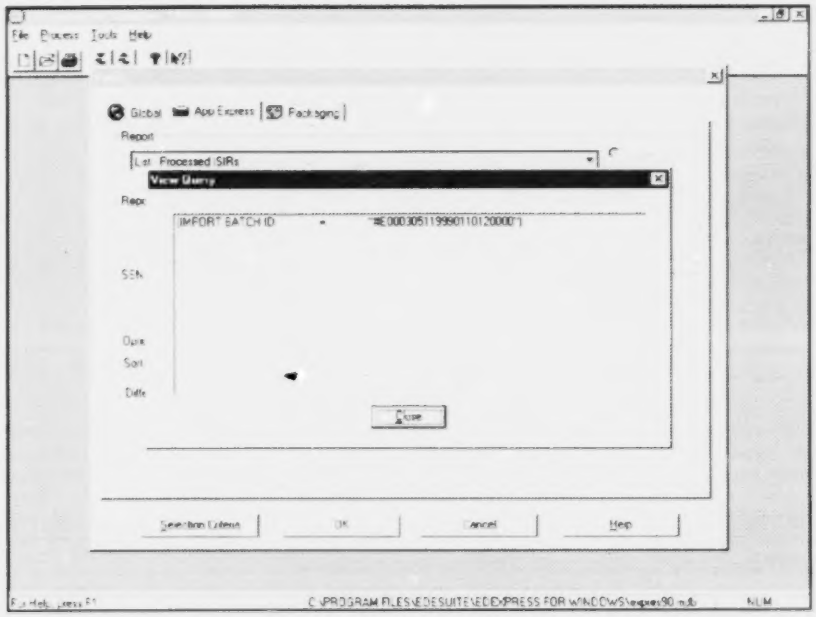


*The number # is the value code for 2nd-year sophomore students. Enter **3** in the Field Value field.*

*Click **OK**.*



EDExpress shows you the completed query.

*Click **Close**.*

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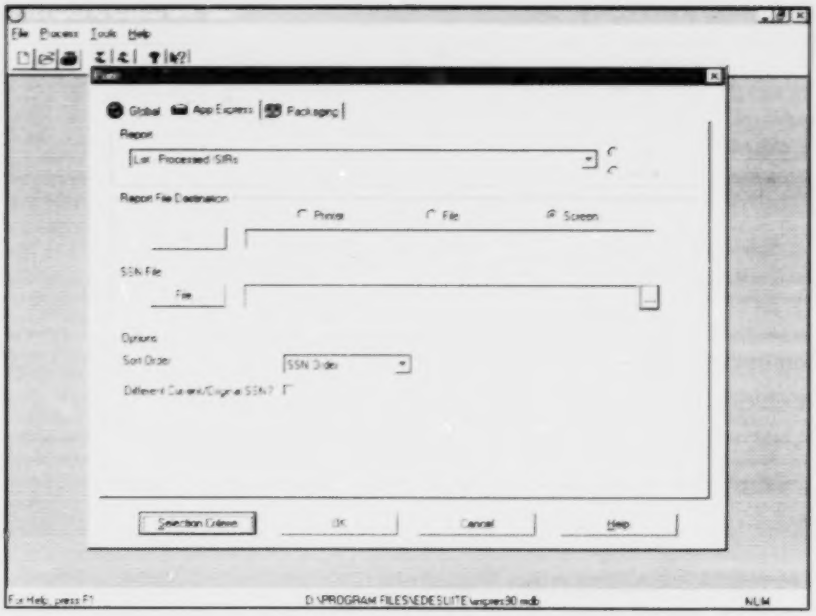
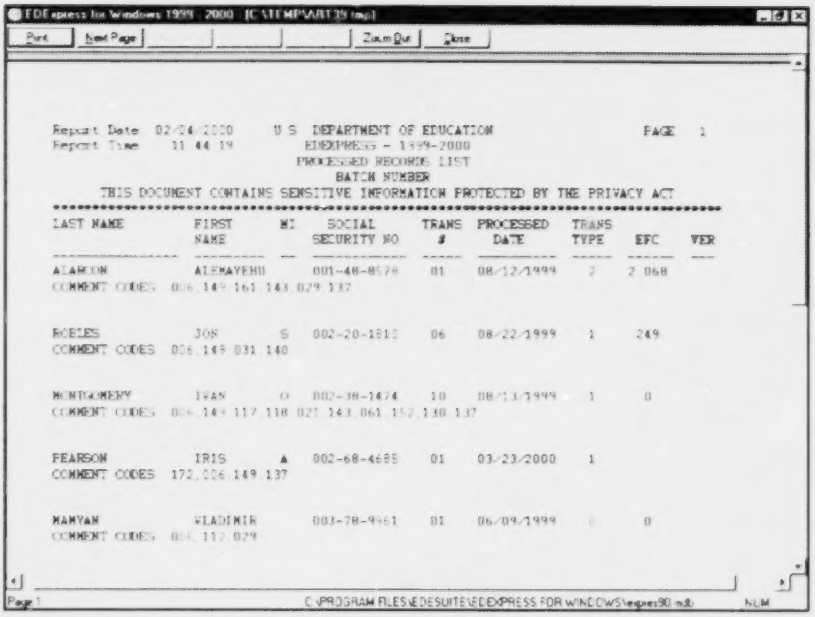
*Click **OK** to print the list to the selected destination.*



Because you sent the list to the screen, you can view the Processed Records List, which has summary information about each record.

*Click the **Print** button at the top of the screen if you want to print out the report.*

*Click the **Close** button when you have finished viewing the report.*


Print
Next Page
Zoom Out
Close
Report Date 02/04/2000 U.S. DEPARTMENT OF EDUCATION PAGE 1
Report Time 11:44:19 EDEXPRESS - 1999-2000
PROCESSED RECORDS LIST
BATCH NUMBER
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
LAST NAME FIRST NAME MI SOCIAL SECURITY NO TRANS # PROCESSED DATE TRANS TYPE EFC VER
ALAMEDA ALEMAYEHU 001-48-8578 01 08/12/1999 2 2,068
COMMENT CODES 006,149,161,143,029,137
ROBLES JON S 002-20-1810 06 08/22/1999 1 249
COMMENT CODES 006,149,031,140
MONTGOMERY IVAN O 002-38-1474 10 08/13/1999 1 0
COMMENT CODES 006,149,117,118,021,143,061,152,130,137
PEARSON IRIS A 002-68-4685 01 03/23/2000 1
COMMENT CODES 172,006,149,137
MANYAN VLADIMIR 003-78-9961 01 06/09/1999 0
COMMENT CODES 006,112,029

Transaction Type:

0 - From electronic initial application

1 - Automatic ISIR generated

2 - From electronic correction

3 - From electronic duplicate request

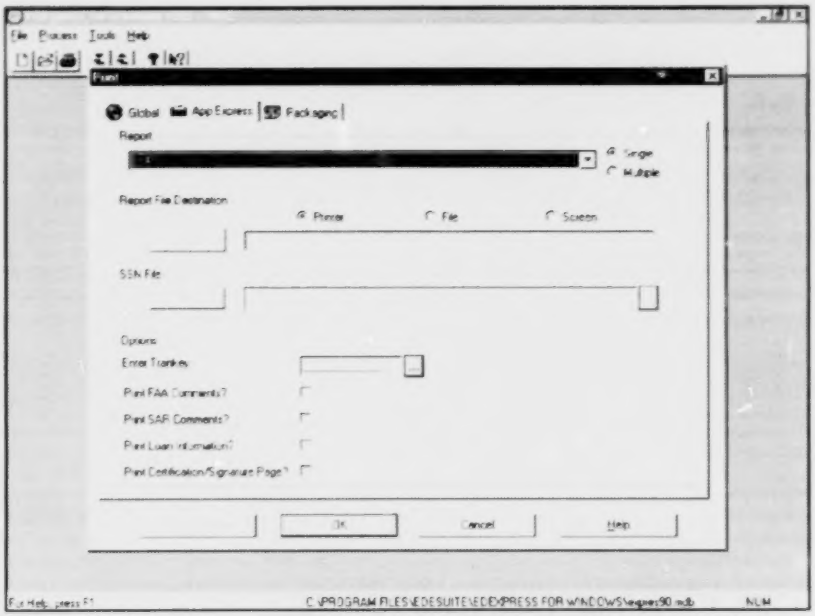
5 - From electronic renewal application

Tip:

An ISIR with no EFC present is a rejected record.

Printing Multiple ISIRs

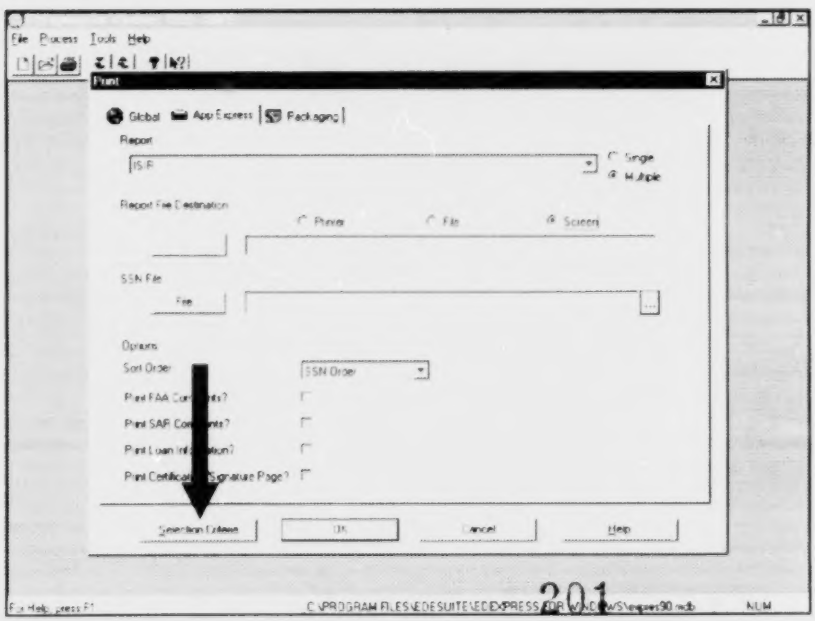
EDExpress provides a multiple option for all print reports. The multiple option provides several methods for identifying the group of records you want to print. In this example, selection criteria will identify the records to print.



*Select **File, Print** from the menu bar.*

*Select **App Express**.*

The ISIR report option is displayed in the Report field.



*To see multiple ISIRs, click the **Multiple** button.*

*Click **Screen** to view the ISIRs on your PC screen.*

The basic ISIR report is two pages long, but you can choose to include pages for FAA comments, SAR comments, loan information, and a signature page.

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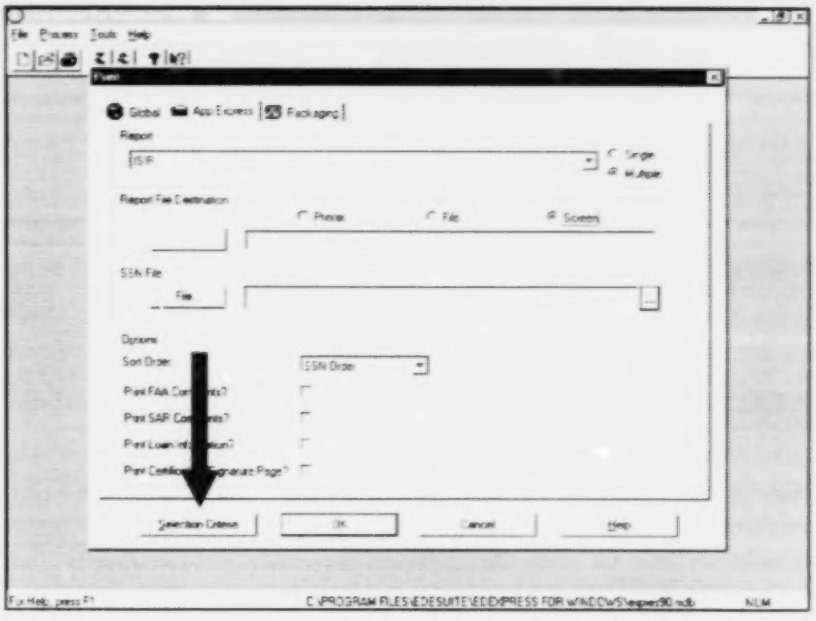
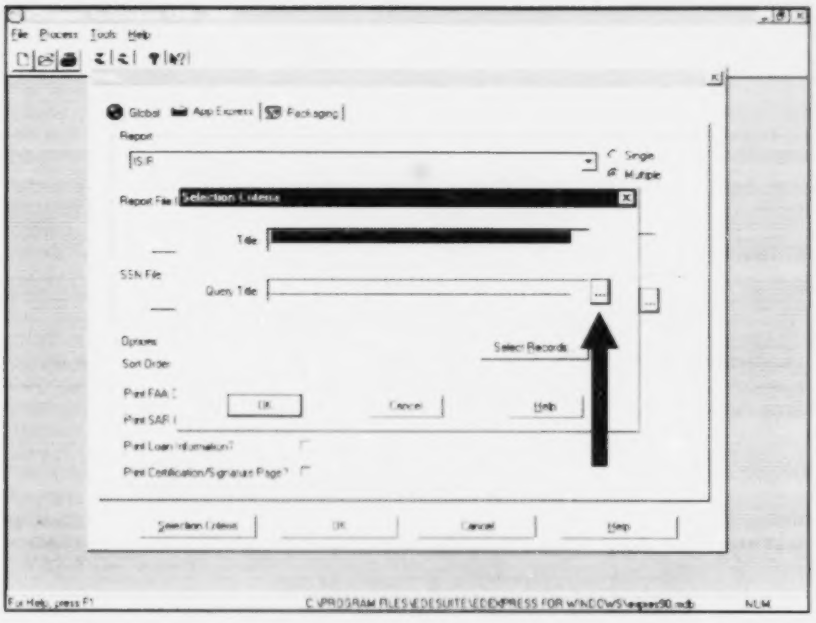
To specify which records you want to print, you can use the standard Selection Criteria, a list of Social Security Numbers, a list of trankeys, or provide user-defined criteria that you created in Query.

*Click the **Selection Criteria** button to specify which query to use to view ISIRs.*



Click the ellipsis button next to the Query Title field to see a list of queries.



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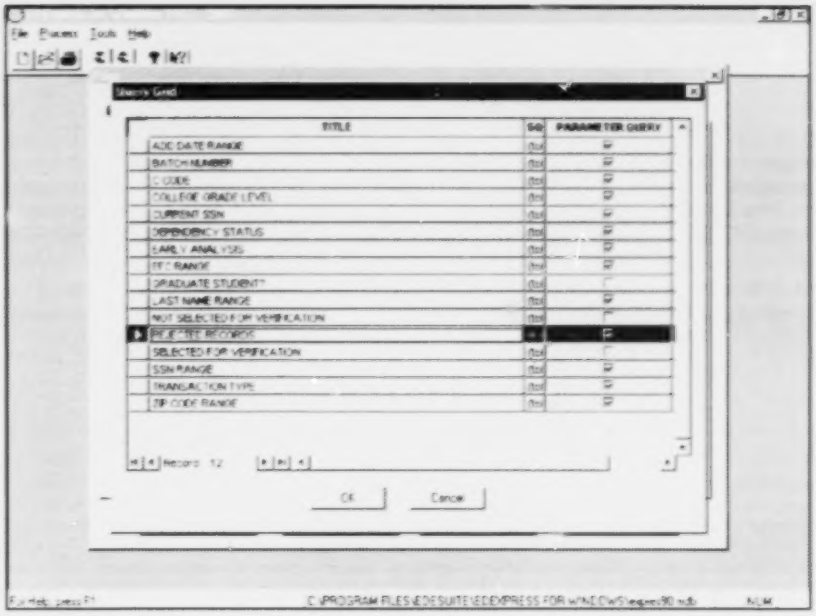
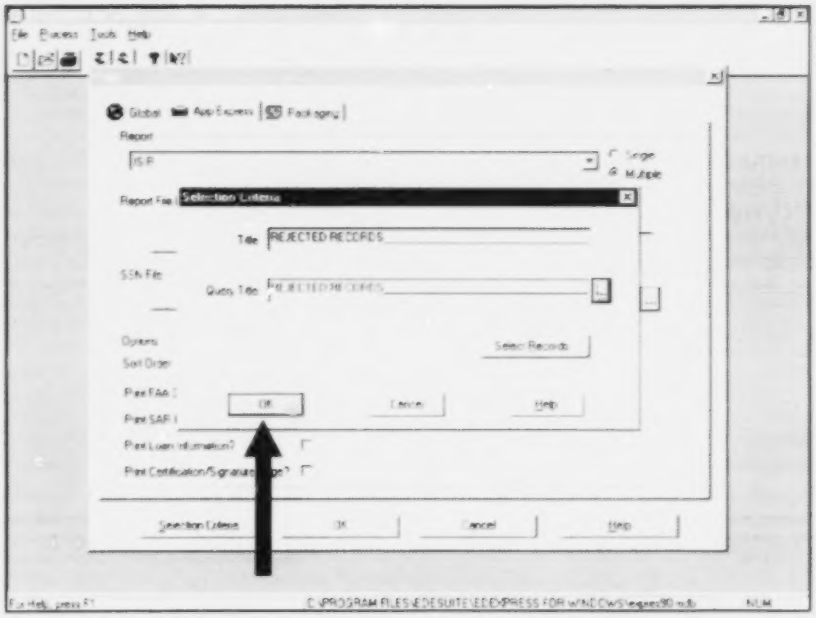


In this example, we want to print ISIRs for all rejected records. To select rejected records, select the Rejected Records field from the list.

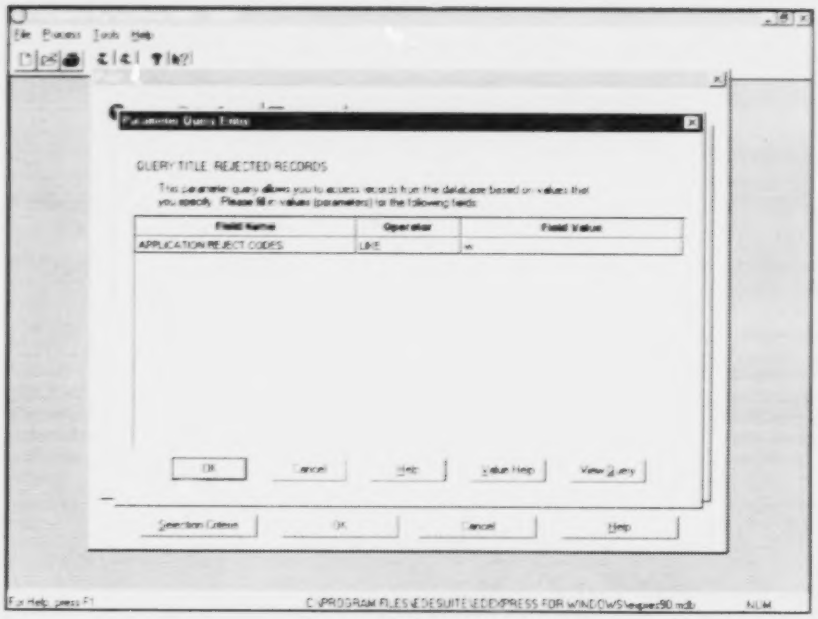
Click ***OK***



Click ***OK*** *to add the query as a selection criteria.*

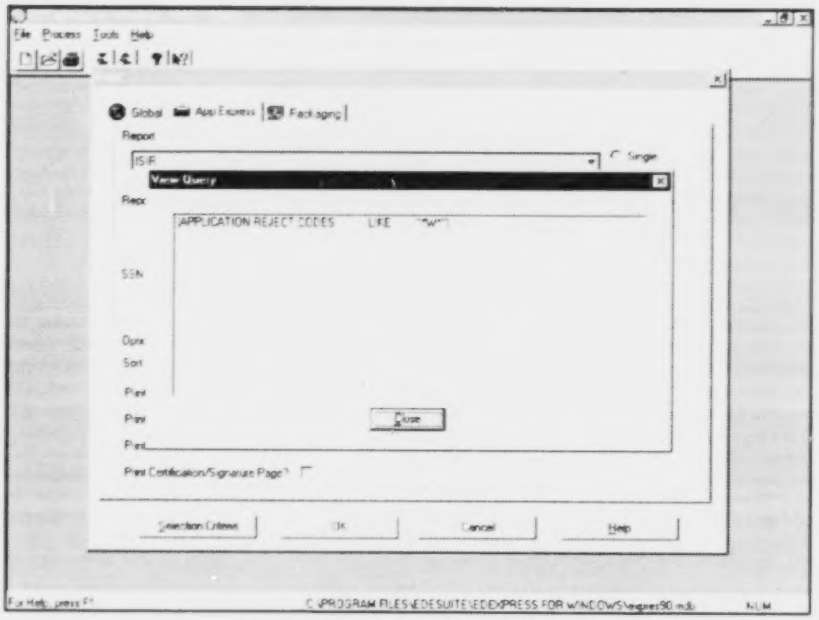
*Add the value **W** in the Field Value space to select all records that contain W as the reject code.*

*Click **OK**.*



EDExpress shows your completed query. We will select all rejected records that have a W as the reject code.

*Click **Close**.*



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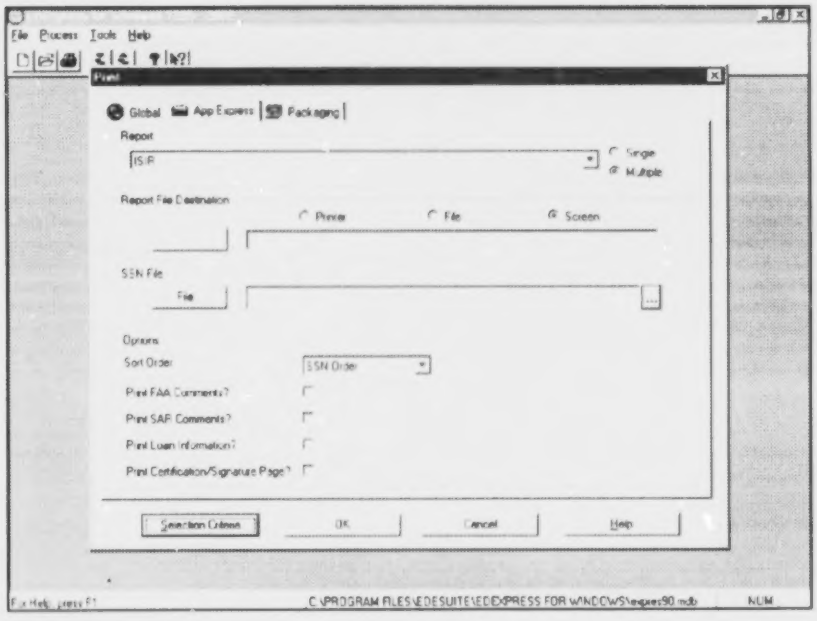
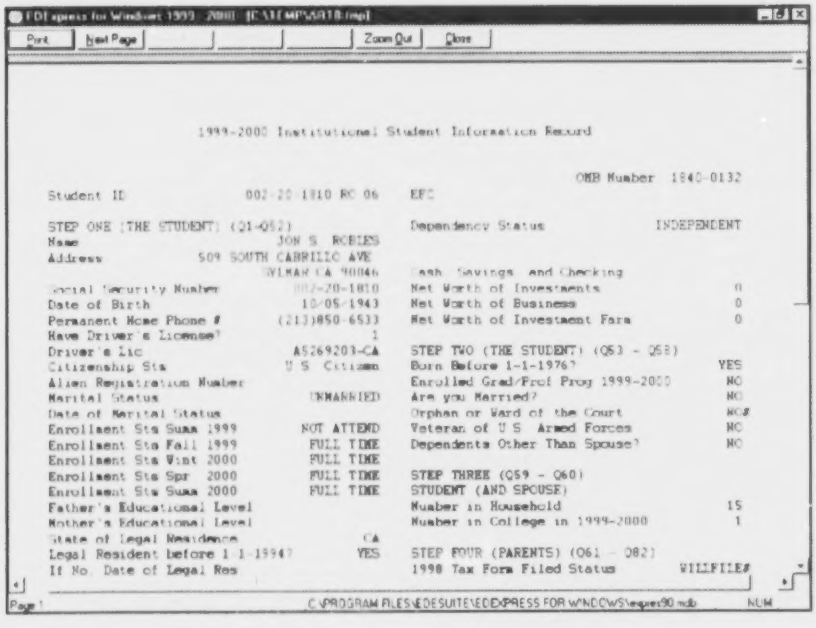


*Click **OK** to print the ISIRs for the selected group.*


Print
Next Page
Zoom Out
Close
1999-2000 Institutional Student Information Record
OMB Number 1840-0132
Student ID 002-20-1810 RC 06
EFC
STEP ONE (THE STUDENT) (Q1-Q52)
Name JON S ROBLES
Address 509 SOUTH CARRILLO AVE
VILMAR CA 90046
Social Security Number 002-20-1810
Date of Birth 10-05-1943
Permanent Home Phone # (213)850-6533
Have Driver's License? 1
Driver's Lic A5269203-CA
Citizenship Sta U S Citizen
Alien Registration Number
Marital Status UNMARRIED
Date of Marital Status
Enrollment Sta Sumr 1999 NOT ATTEMD
Enrollment Sta Fall 1999 FULL TIME
Enrollment Sta Wint 2000 FULL TIME
Enrollment Sta Spr 2000 FULL TIME
Enrollment Sta Sumr 2000 FULL TIME
Father's Educational Level
Mother's Educational Level
State of Legal Residence CA
Legal Resident before 1-1-1994? YES
If No, Date of Legal Res
Dependency Status INDEPENDENT
Cash, Savings, and Checking
Net Worth of Investments 0
Net Worth of Business 0
Net Worth of Investment Farm 0
STEP TWO (THE STUDENT) (Q53 - Q58)
Born Before 1-1-1976? YES
Enrolled Grad/Prof Prog 1999-2000 NO
Are you Married? NO
Orphan or Ward of the Court NO#
Veteran of U S Armed Forces NO
Dependents Other Than Spouse? NO
STEP THREE (Q59 - Q60)
STUDENT (AND SPOUSE)
Number in Household 15
Number in College in 1999-2000 1
STEP FOUR (PARENTS) (Q61 - Q82)
1998 Tax Form Filed Status WILLFILE#
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\express90.mdb
NUM

*Click **Next Page** at the top of the screen to move from page to page.*

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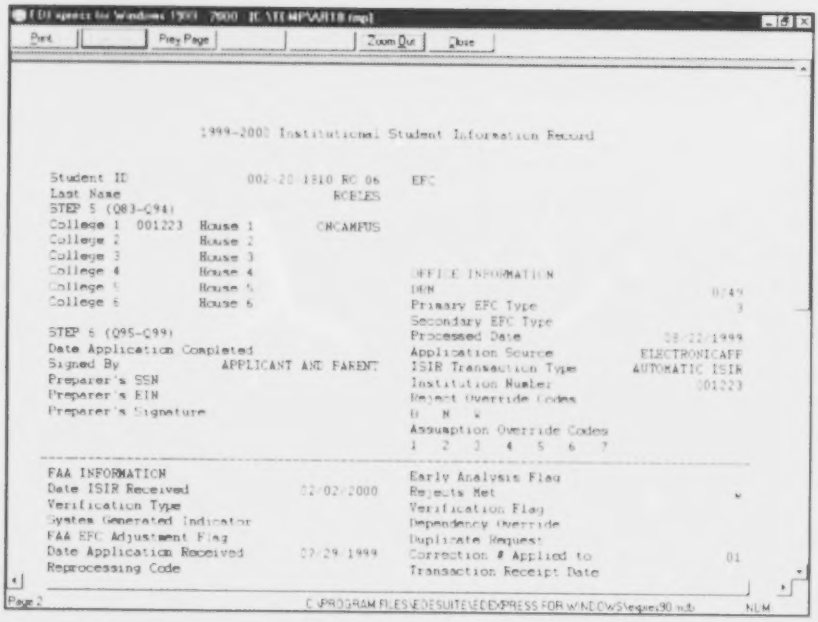
7 ISIR Processing (Part1)

All of the information on the ISIR is given on this report.

When you have finished viewing the ISIRs, click the ***Close*** *button*



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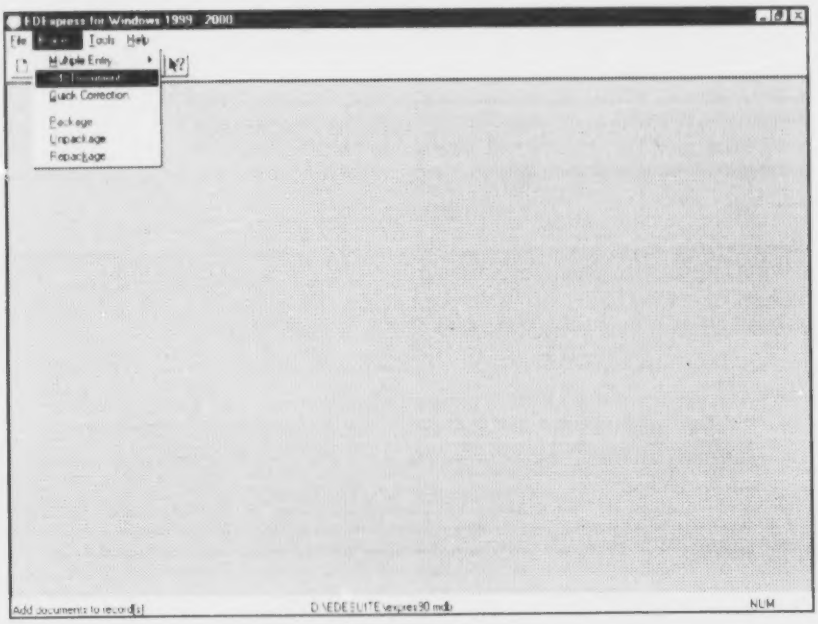
Adding Documents to Student Records

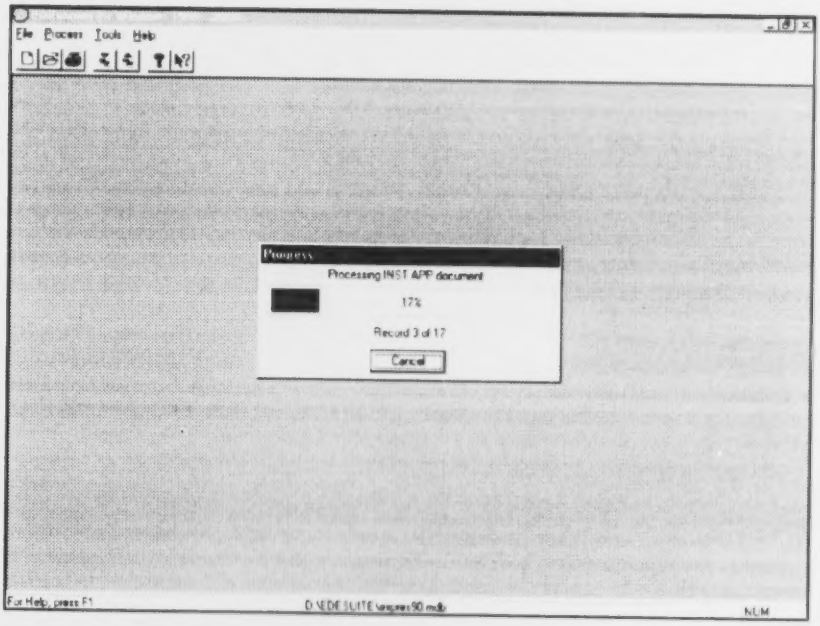
In Chapter 2, you learned how to create documents to track. Now you are ready to add a document to a student's record. You can add documents to student records in three ways:

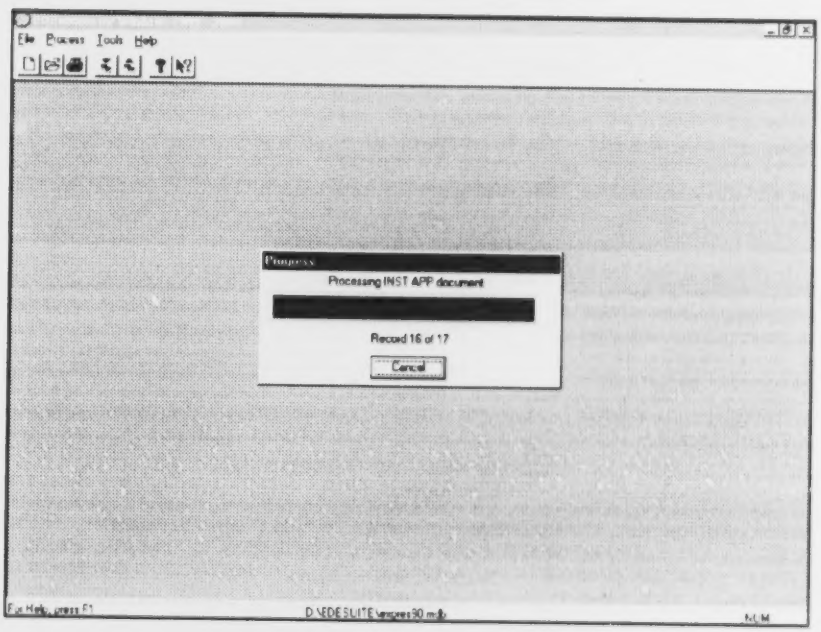
- **Add Document option** on the Process menu which assigns one or more documents you created in Document Tracking setup to specific students.
- **Manual entry** by using the Docs tab in the student's record.
- **Multiple entry** by using the Process/Multiple Entry/Global function.



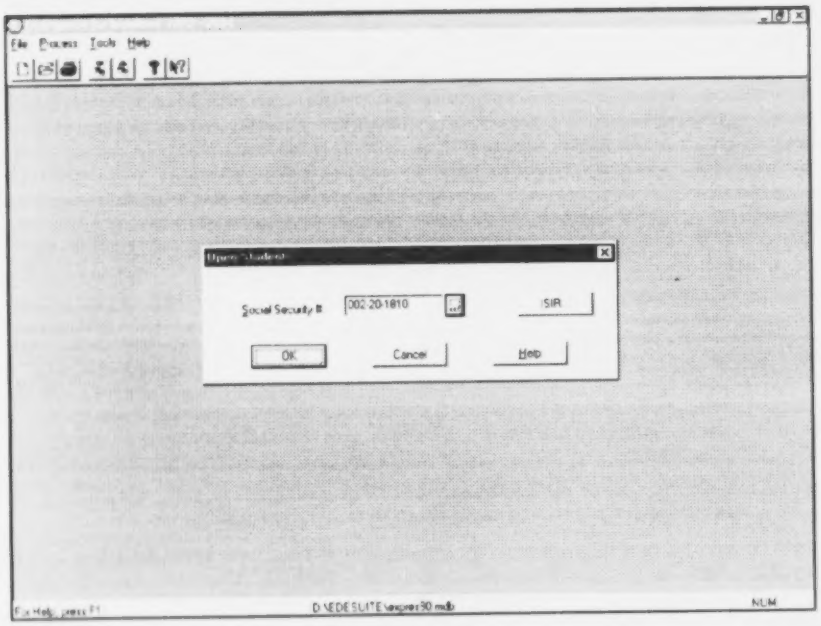
*Select **Process/Add Documents**.*

A progress bar appears for each document that is being added to student records.





Reviewing Updates

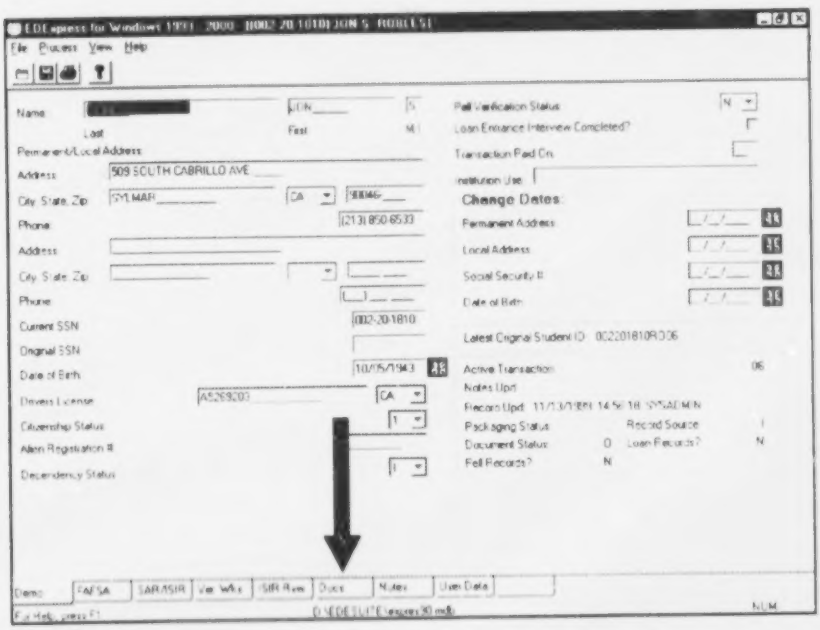


To see the results of the Add Documents function, open a student's record.

Click ***File/Open.***

Type the student's SSN.

Click ***OK.***



Click on the ***Docs*** *tab at the bottom of the screen to see the Document Tracking screen for this student.*

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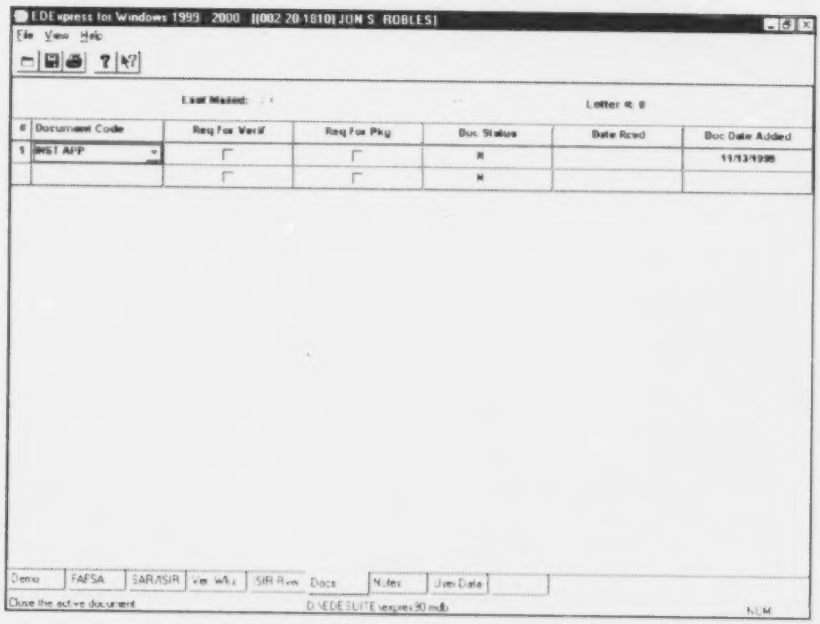
The documents that apply to this record are displayed on the Document Tracking screen.


EDExpress for Windows 1999 - 2000 [[002 20 1810] JON S ROBLES]
File View Help
Last Mailed:
Letter #: 0
Document Code Req For Verif Req For Pkg Doc Status Date Rcvd Doc Date Added
1 INST APP N 11/13/1998
N
Demo FAFSA SAR/ISIR Ver Wks SIR Rvw Docs Notes Disb Date
Close the active document
D:\EDESUITE\express30.mdb
NUM

Tip:

If a document has been added using the Add Documents process and you decide that you do not need to request that document from the student, set the Document Status flag to "W" for waived. If you delete the document, it will be added to the record the next time you run the Add Document process.

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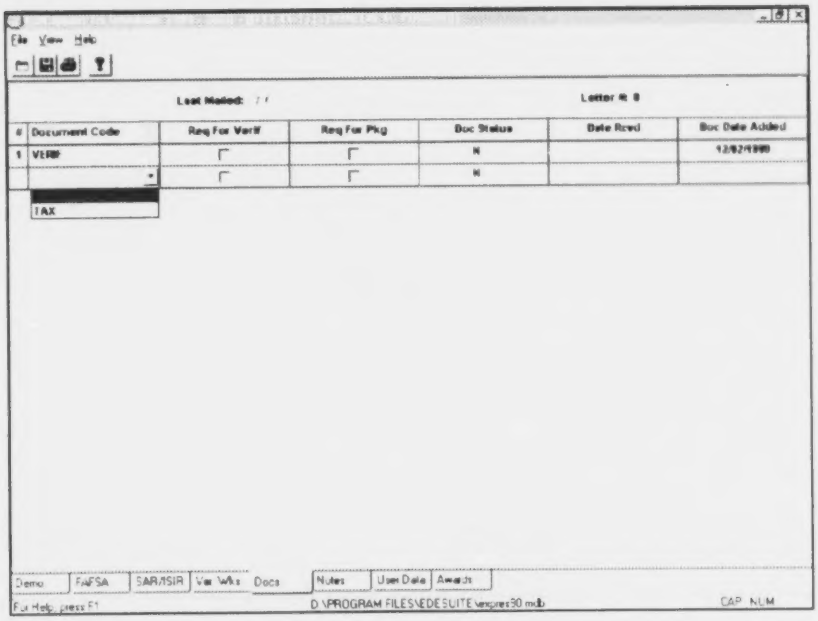
Manual Entry

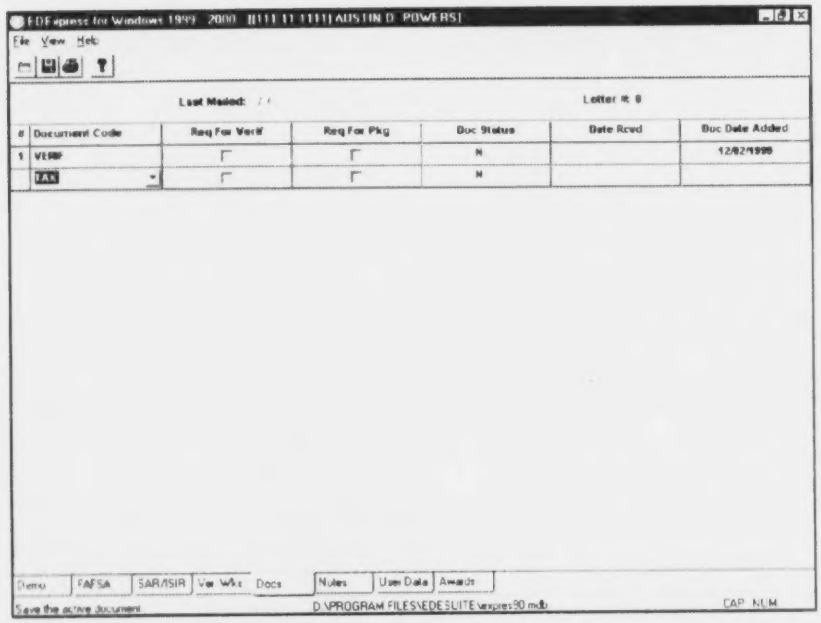


You can click on the down arrow in a document code cell for a pick list of other documents you can add to the record.

Click on a blank cell in the Document column and then click on the ***down arrow*** *in that cell. Select the document code* ***TAX*** *to track that document for this record.*

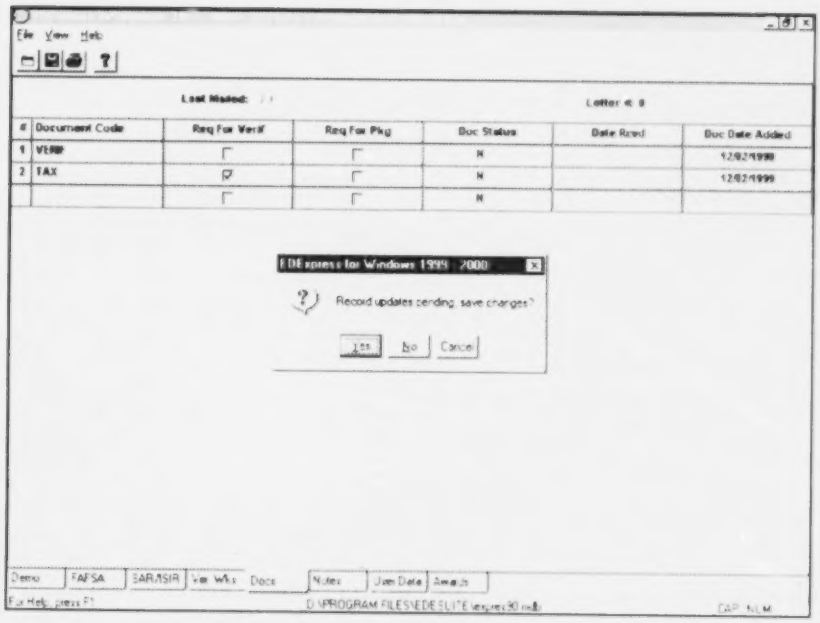
Document Status Codes

N = Needed
I = Incomplete
R = Received
W = Waived

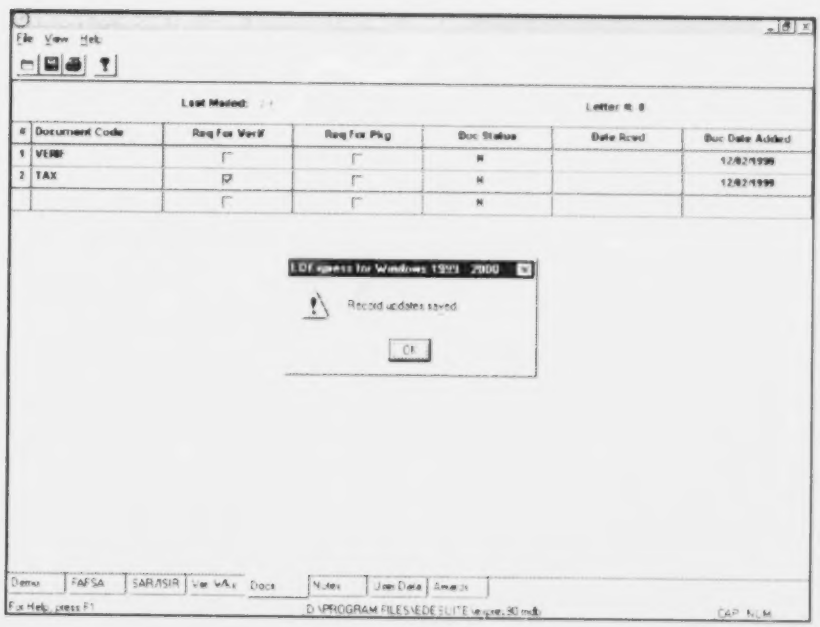


Click on the diskette icon to save your changes to the record.

Click ***Yes.***


File View Help
Last Mailed:
Letter #: 0
Document Code Req For Verif Req For Pkg Doc Status Date Rcvd Doc Date Added
1 VERF N 12/02/1998
2 TAX N 12/02/1998
EDExpress for Windows 1999 - 2000
Record updates pending, save changes?
Yes No Cancel
Demo FAFSA SAR/ISIR Ver WAs Docs Notes Jnsn Data Awards
For Help, press F1
D:\PROGRAM FILES\EDE SUITE\ (expires 30 mds)
CAP NUM

Click ***OK.***


File View Help
Last Mailed:
Letter #: 0
Document Code Req For Verif Req For Pkg Doc Status Date Rcvd Doc Date Added
1 VERF N 12/02/1998
2 TAX N 12/02/1998
EDExpress for Windows 1999 - 2000
Record updates saved
OK
Demo FAFSA SAR/ISIR Ver WAs Docs Notes Jnsn Data Awards
For Help, press F1
D:\PROGRAM FILES\EDE SUITE\ (expires 30 mds)
CAP NUM

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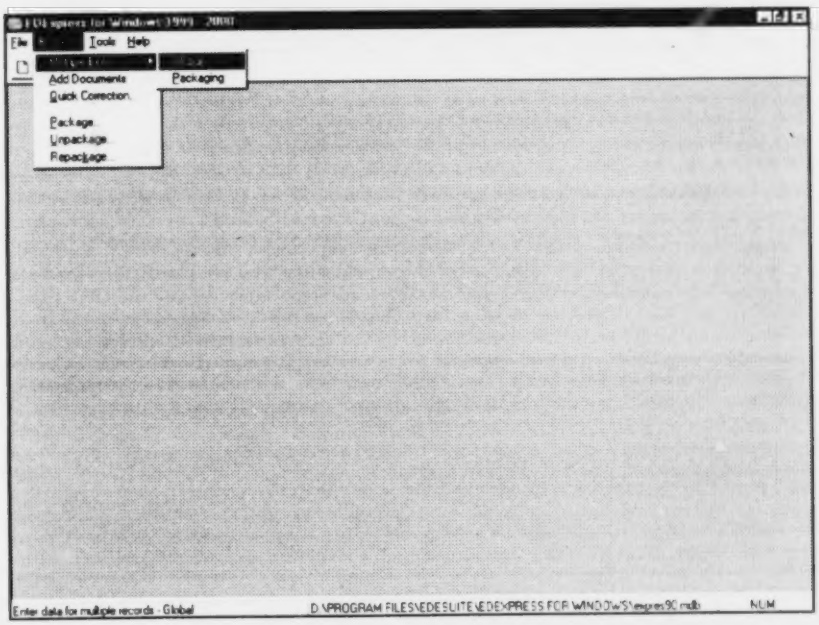
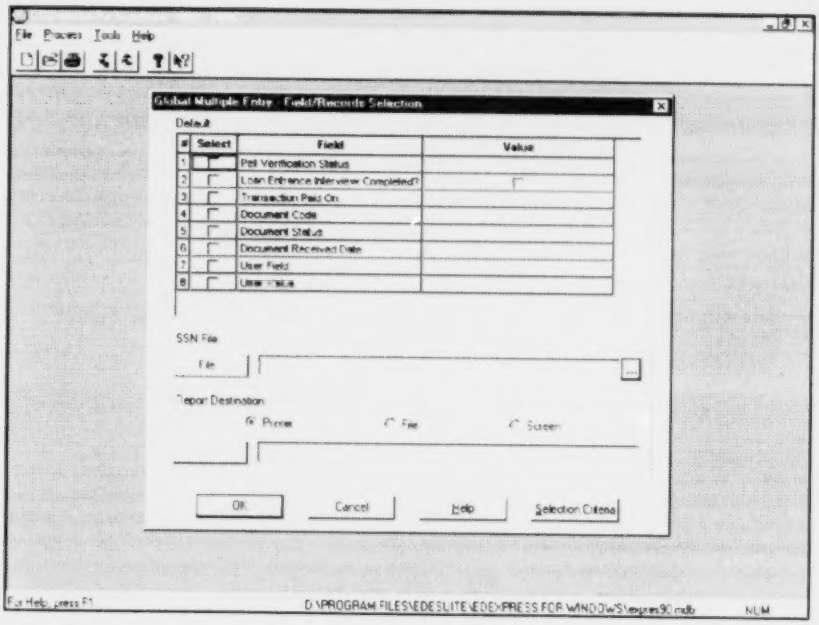
Multiple Entry

Using the Multiple Entry function, you can update various fields in demographic, packaging, loan and Pell records for multiple students at one time. First, update each field with the data you want changed on all of the records. Then, specify the group of records by using Selection Criteria, or by using a file of SSNs. You can also update the additional fields you created in User Data.

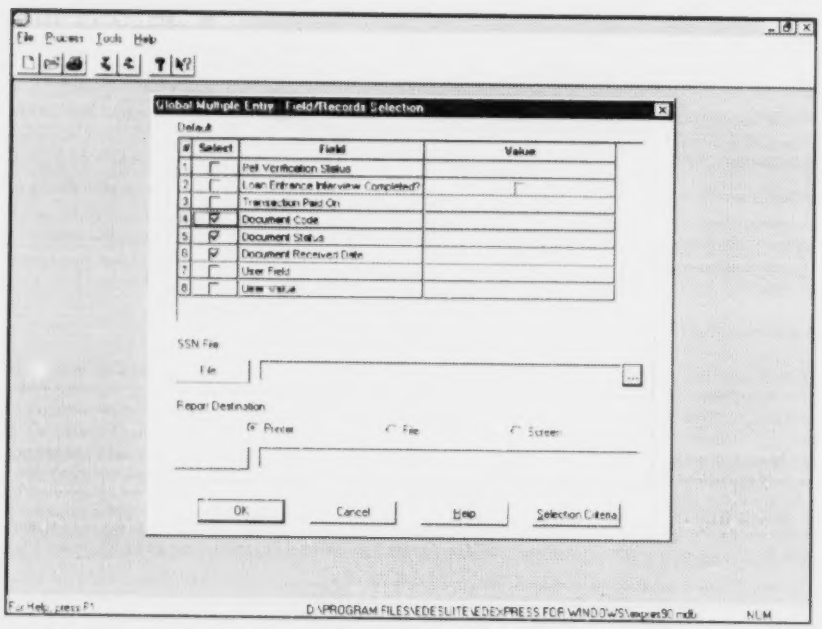


*Select **Process/Multiple Entry/Global** from the menu bar.*

Use the Global Multiple Entry grid to enter or modify data in the demographic fields.



*Click the **checkbox** in the Select column for each field you want to update on all the records. In this example, we will add an institutional application to our records and also indicate that we have received it.*



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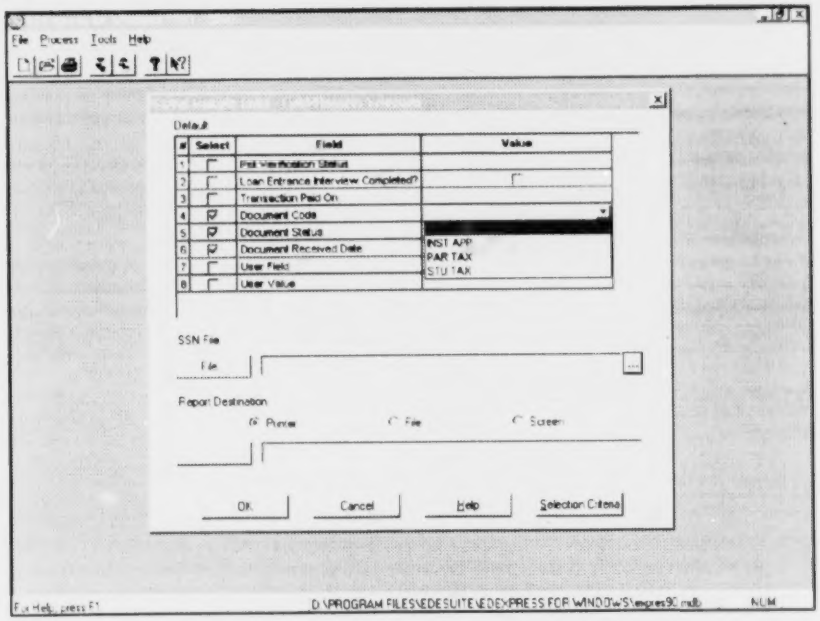
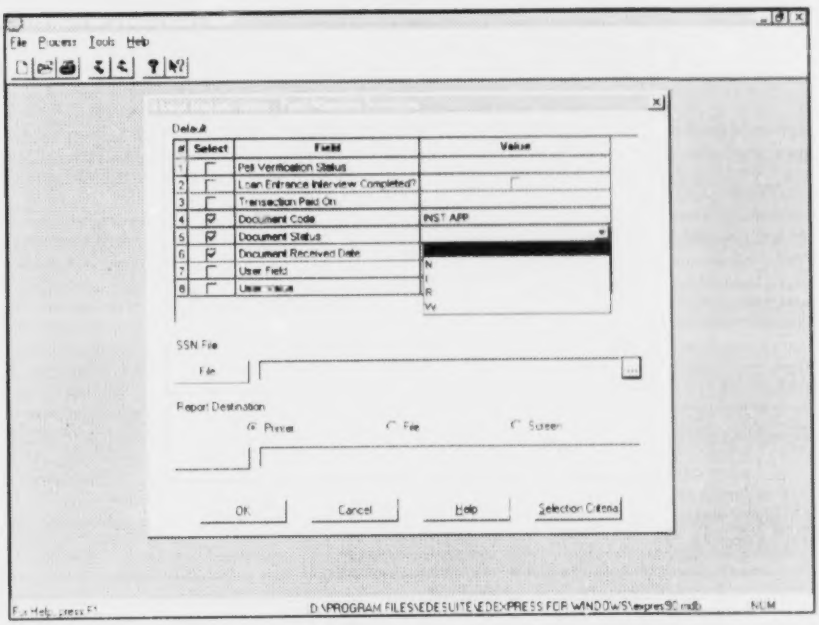
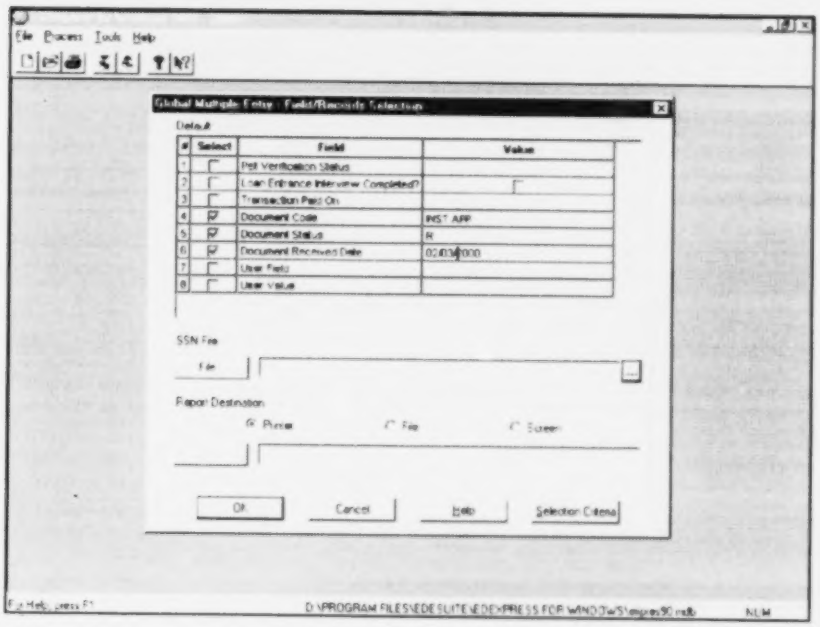


*Click in the Value field for Document Code and select **INST APP** from the drop down list.*

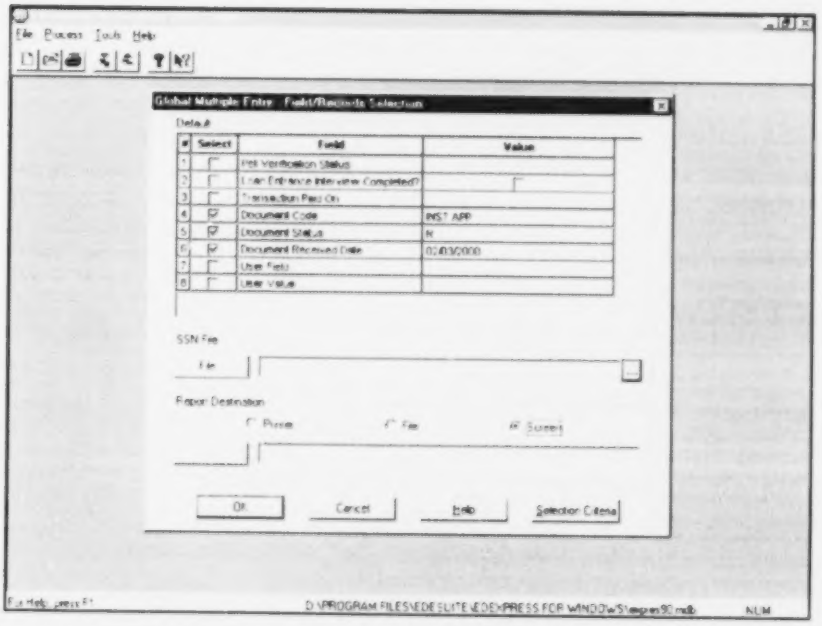


*Click in the Value field for Document Status and select **R** for received.*

Click in the Value field for Document Received Date and your current system date will automatically default into the field



*Select **Screen** as the Report Destination. To find the specific records to update, click **Selection Criteria***



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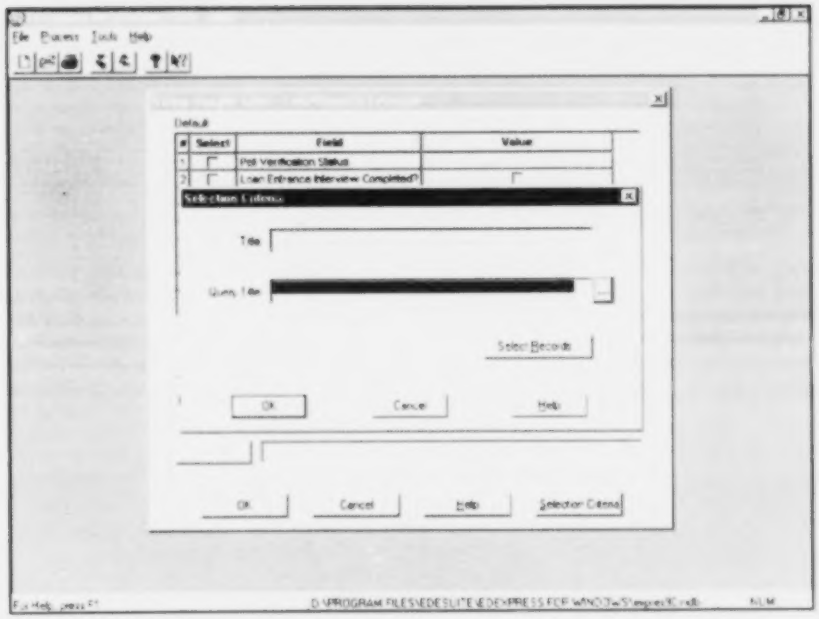
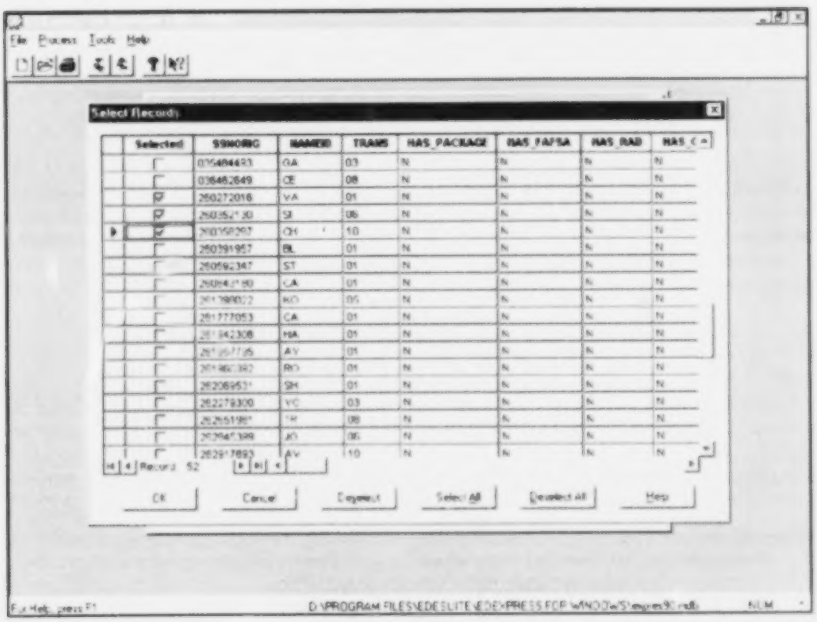


*Click the **Select Records** button*



*Click the **checkboxes** in the selected column to indicate which records you want to update*

*Click **OK***

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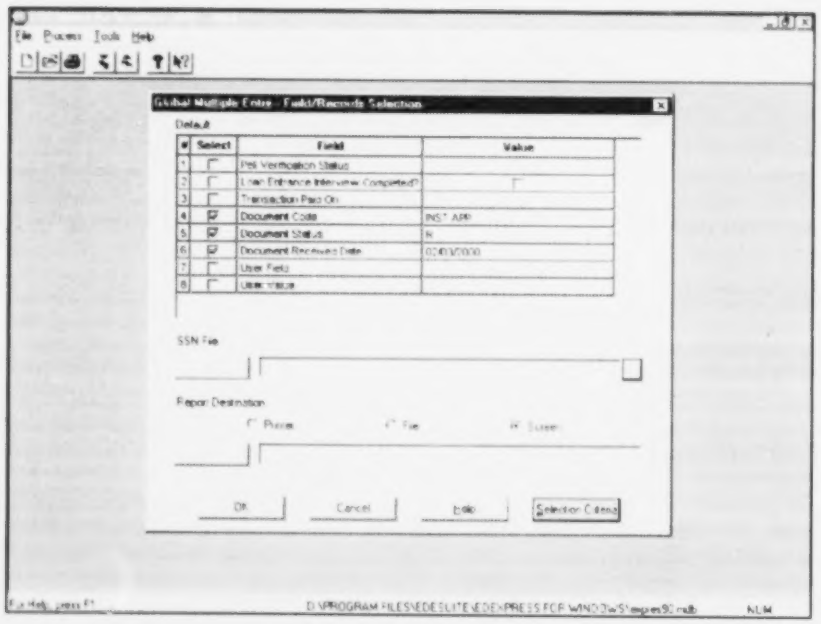
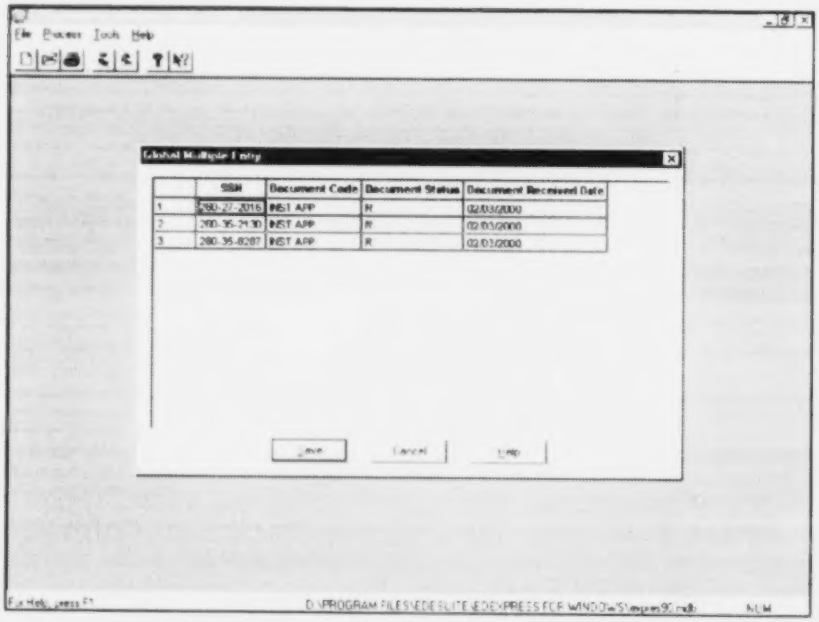
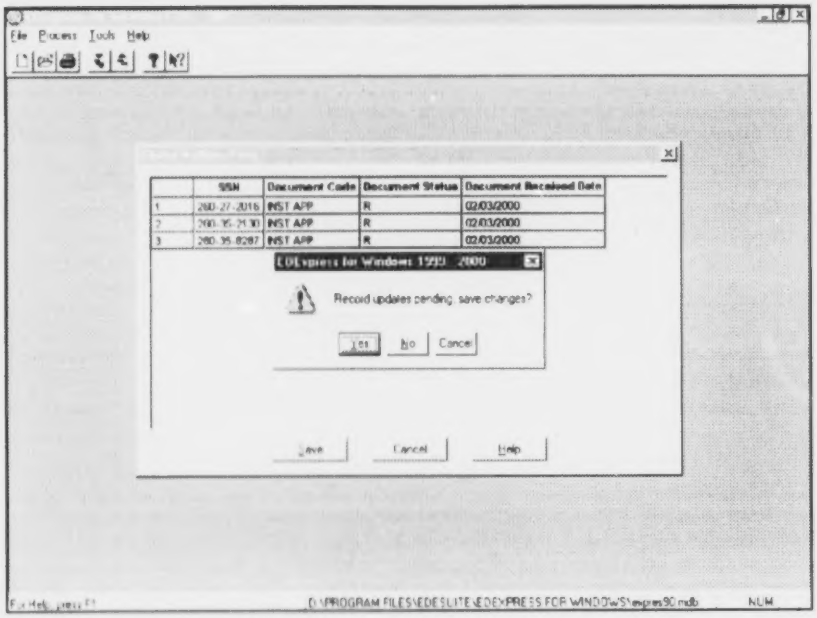
*Click **OK***



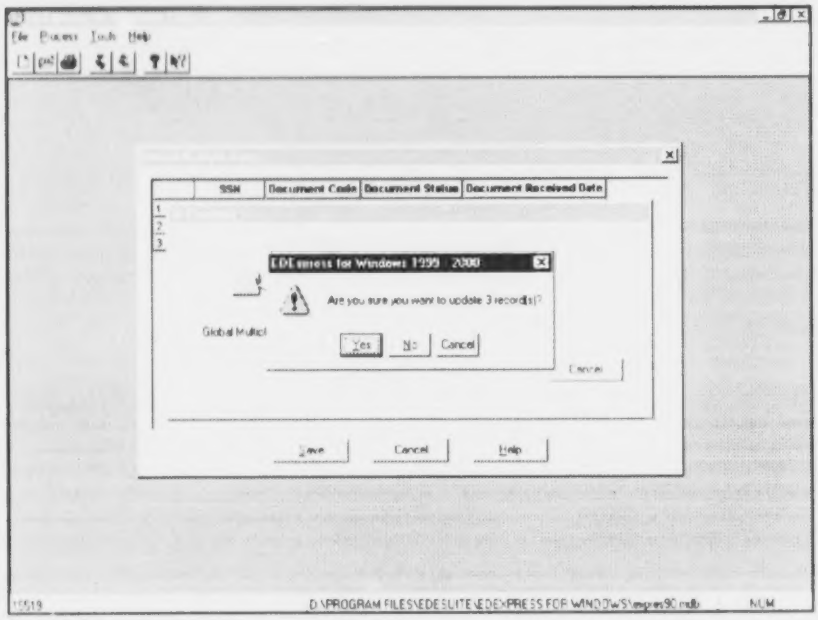
A list of the files you selected to update displays.

*Click **Save** to make the updates.*





*Click **Yes** to continue.*



*Click **Yes** to update the records.*

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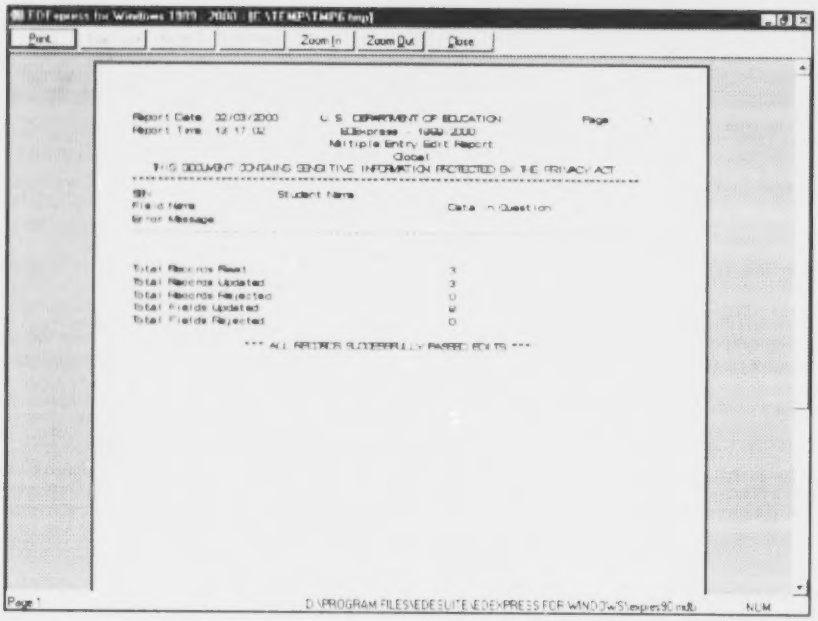
The Multiple Entry Edit Report shows that all 16 records were updated, as well as the total number of fields updated.

*Click the **Close** button when finished viewing the report.*



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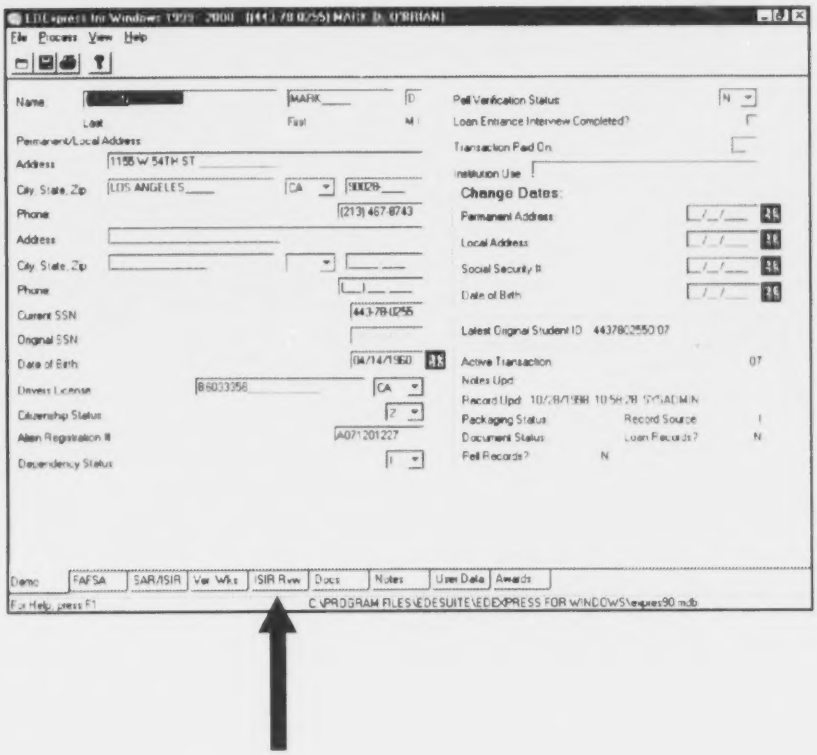
The ISIR Review Tab

A new tab, ISIR Review, has been added to allow users to visually compare the data contained within two ISIR transactions.



*In an open student record, click the **ISIR Rvw** (ISIR Review) tab.*

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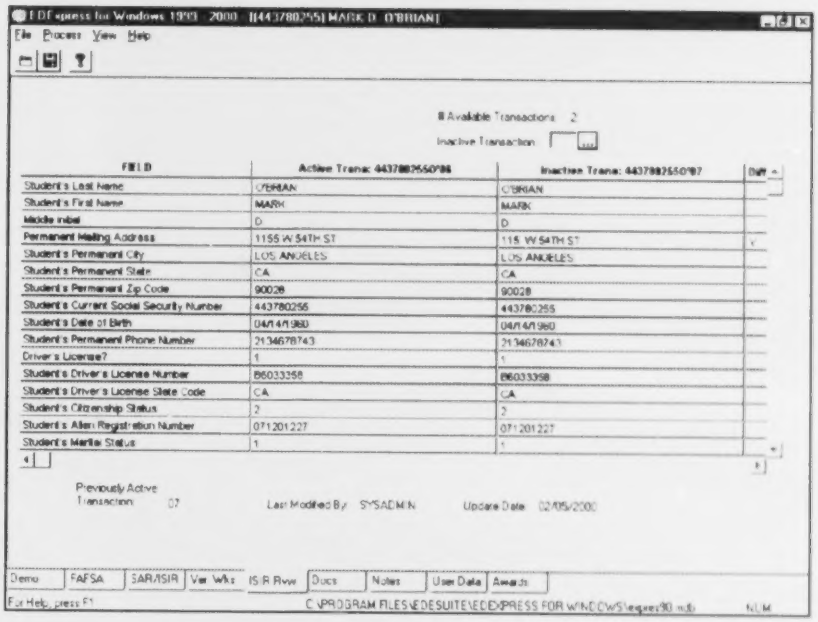
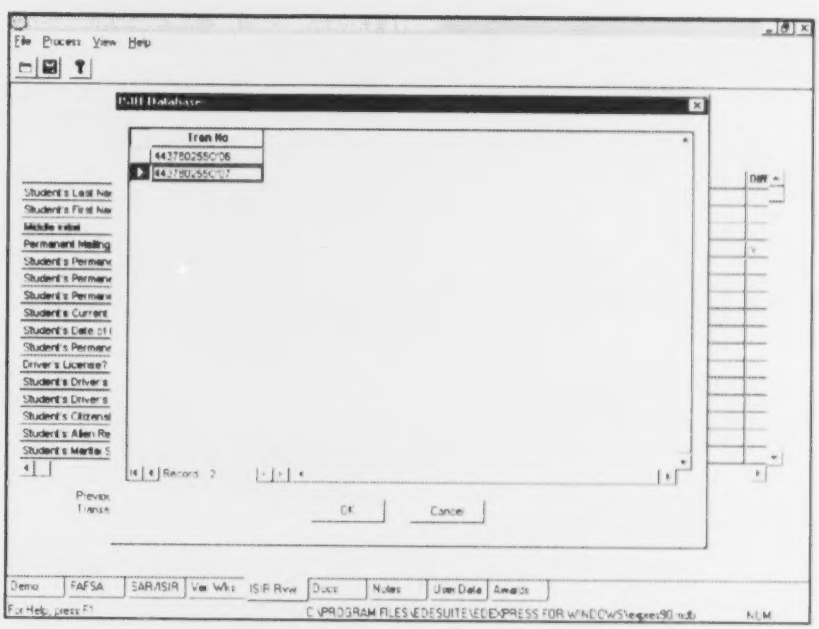
The number of available transactions is 2. The active transaction displayed is 06.

Click the ellipsis button next to the inactive transaction box to see all the ISIR transactions for this record.



The ISIR database shows 2 transactions: 06 and 07. Click the transaction number for 07.

Click **OK**



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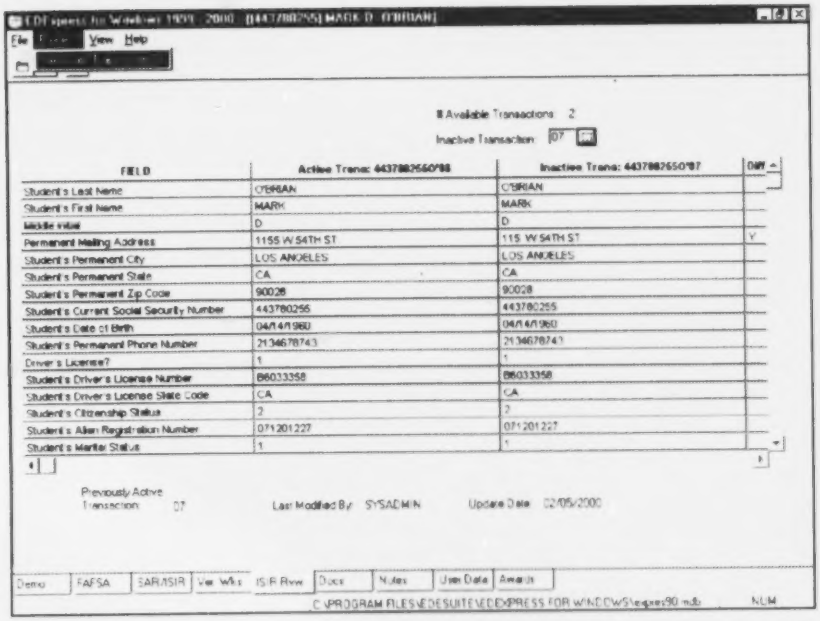
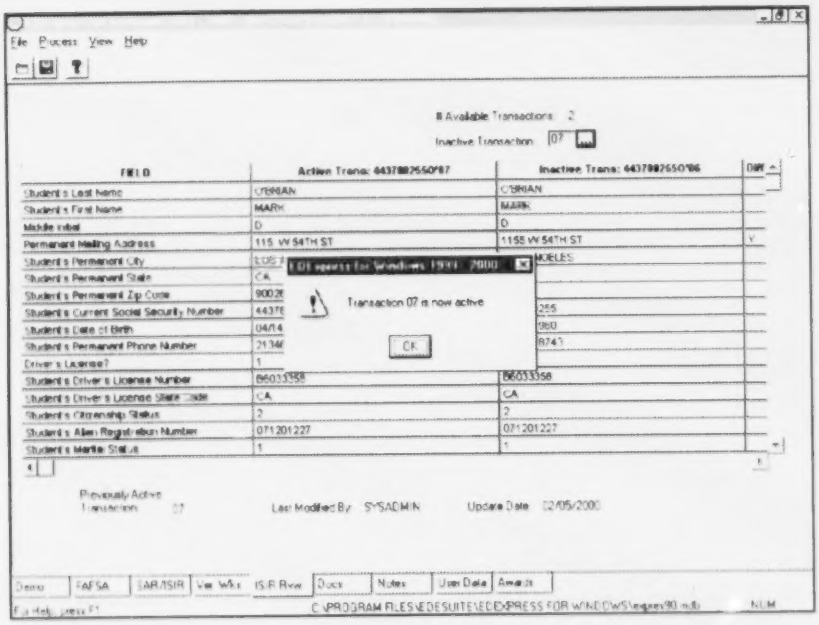


The Activate Transaction process allows you to select a specific transaction on your database as the active ISIR.

*Select **Process/Activate Transaction** from the menu bar.*



*Click **OK**.*

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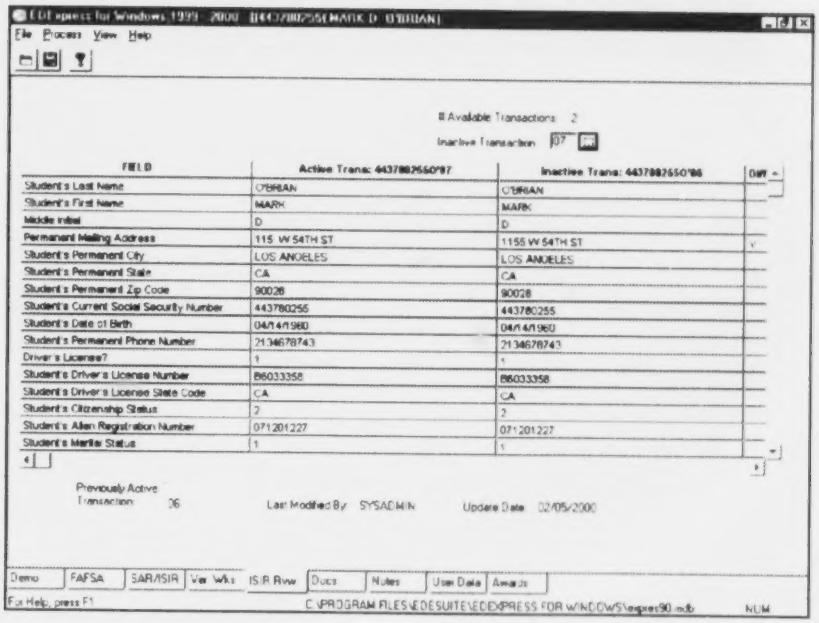
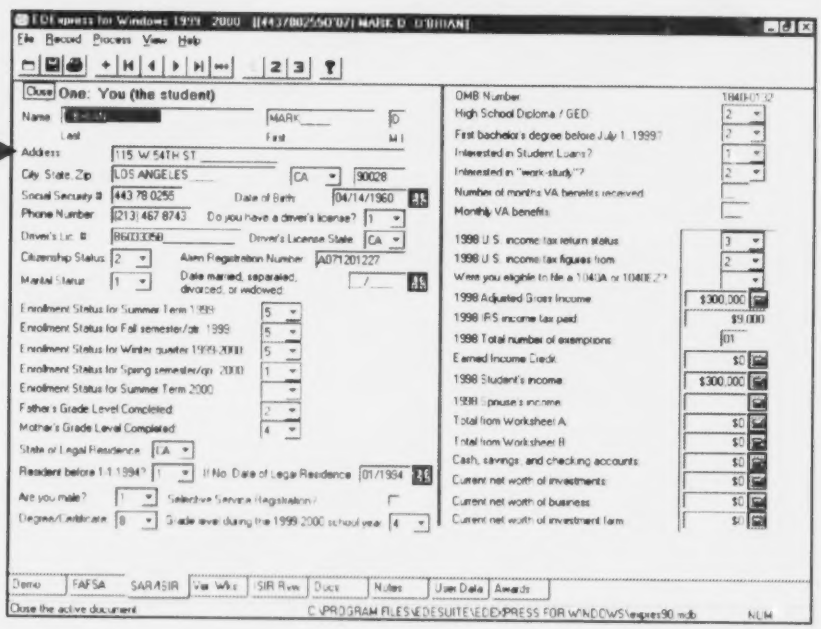
7 ISIR Processing (Part1)

The Diff. column shows that the permanent mailing address was changed from 1115 West 54th St. to 115 W. 54th St.

To confirm that the correct ISIR is now being used, click the ***SAR/ISIR*** *tab.*


EDExpress for Windows 1999 - 2000
File Process View Help
Available Transactions: 2
Inactive Transaction: 07
FIELD | Active Trans: 443780255 0797 | Inactive Trans: 443780255 0798 | Diff
Student's Last Name | O'BRIAN | O'BRIAN
Student's First Name | MARK | MARK
Middle Initial | D | D
Permanent Mailing Address | 115 W 54TH ST | 1155 W 54TH ST
Student's Permanent City | LOS ANGELES | LOS ANGELES
Student's Permanent State | CA | CA
Student's Permanent Zip Code | 90028 | 90028
Student's Current Social Security Number | 443780255 | 443780255
Student's Date of Birth | 04/14/1960 | 04/14/1960
Student's Permanent Phone Number | 2134678743 | 2134678743
Driver's License? | 1 | 1
Student's Driver's License Number | B6033358 | B6033358
Student's Driver's License State Code | CA | CA
Student's Citizenship Status | 2 | 2
Student's Alien Registration Number | 071201227 | 071201227
Student's Marital Status | 1 | 1
Previously Active Transaction: 06
Last Modified By: SYSADMIN
Update Date: 02/05/2000
Demo | FAFSA | SAR/ISIR | Var. Whs | ISIR Rvw | Docs | Notes | User Data | Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres90.mdb
NUM

The address on this record now shows as 155 W. 54th St. and confirms that we are now using the active ISIR selected.


EDExpress for Windows 1999 - 2000
File Record Process View Help
Close
One: You (the student)
Name: Last MARK First D MI
Address: 115 W 54TH ST
City, State, Zip: LOS ANGELES CA 90028
Social Security #: 443 78 0255
Date of Birth: 04/14/1960
Phone Number: (213) 467 8743
Do you have a driver's license? 1
Driver's Lic. #: B6033358
Driver's License State: CA
Citizenship Status: 2
Alien Registration Number: A071201227
Marital Status: 1
Date married, separated, divorced, or widowed:
Enrollment Status for Summer Term 1999: 5
Enrollment Status for Fall semester/qtr. 1999: 5
Enrollment Status for Winter quarter 1999-2000: 5
Enrollment Status for Spring semester/qtr. 2000: 1
Enrollment Status for Summer Term 2000:
Father's Grade Level Completed: 2
Mother's Grade Level Completed: 4
State of Legal Residence: CA
Resident before 1-1-1994? 1
If No, Date of Legal Residence: 01/1994
Are you male? 1
Selective Service Registration?
Degree/Certificate: 8
Grade level during the 1999-2000 school year: 4
OMB Number: 1840-0
High School Diploma / GED: 2
First bachelor's degree before July 1, 1997: 2
Interested in Student Loans? 1
Interested in "work-study"? 2
Number of months VA benefits received:
Monthly VA benefits:
1998 U.S. income tax return status: 3
1998 U.S. income tax figures from: 2
Were you eligible to file a 1040A or 1040EZ?
1998 Adjusted Gross Income: $300,000
1998 IRS income tax paid: $9,000
1998 Total number of exemptions: 01
Earned Income Credit: $0
1998 Student's income: $300,000
1998 Spouse's income:
Total from Worksheet A: $0
Total from Worksheet B: $0
Cash, savings, and checking accounts: $0
Current net worth of investments: $0
Current net worth of business: $0
Current net worth of investment farm: $0
Demo | FAFSA | SAR/ISIR | Var. Whs | ISIR Rvw | Docs | Notes | User Data | Awards
Close the active document
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres90.mdb
NUM

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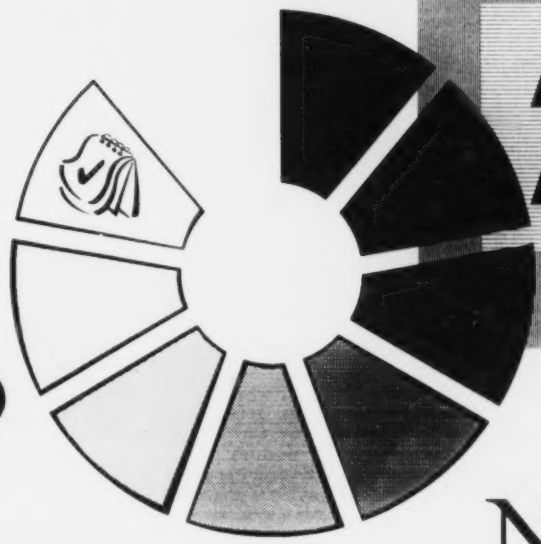
Discussion Questions for Chapter 7

1. How do you get ISIR records into EDExpress?
2. What print option allows you to print more than one ISIR at a time?
3. If you print a list of processed records, do you have to include all of the ISIRs in your database?
4. If you run the Add Documents process, what documents are added to student records?
5. How can you compare multiple ISIR transactions?

Chapter 8



ISIR Processing Part 2

Now that you have received and imported ISIRs into EDExpress, you are ready to manage rejected data and make corrections to various records. EDExpress provides a variety of methods for modifying data to send to the CPS.

8 ISIR Processing (Part 2)

Objectives

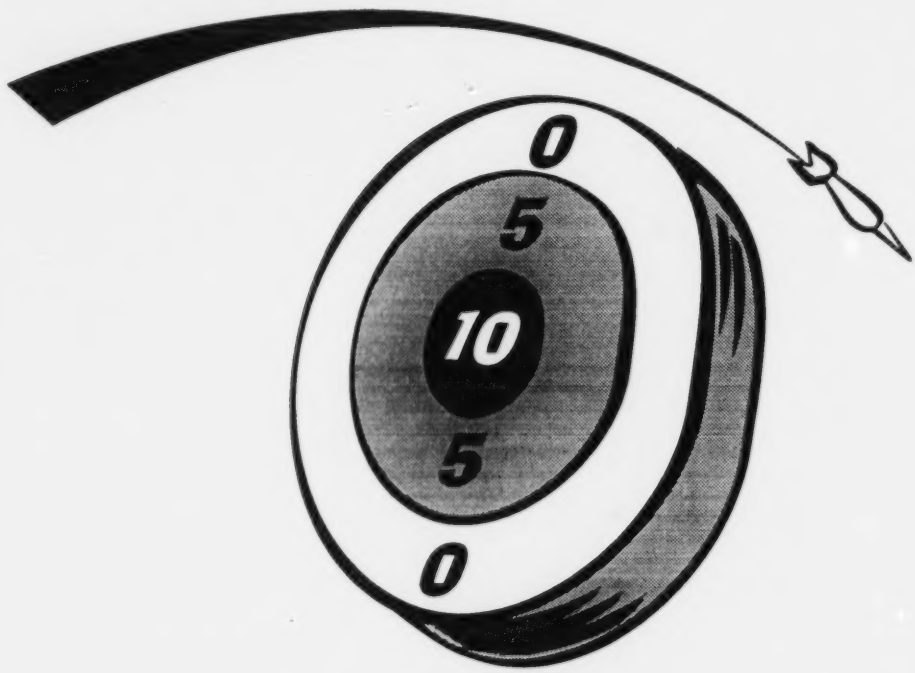
1. Identify rejected data.
2. View and interpret messages related to the ISIR.
3. Create a correction record using:
   - the ISIR tab
   - the Quick Correction feature
   - the Verification Worksheet
4. Use the Notes function.
5. Export a batch of corrections.
6. Print a list of corrected records.
7. Import corrected records.

Resolving Rejected Data

Occasionally, certain types of data are rejected for different reasons. There are two types of rejected data: EDE and CPS. EDE rejects occur when information in a specific field or an incorrect Batch ID does not allow records to be processed. CPS rejects occur when a record can be processed but errors in the data prevent the EFC from being calculated.

EDE Rejects

EDE rejects include field errors and batch rejects. In order to resolve rejected data, you must view the EDE error files, correct the data and resubmit. To view the EDE error files, import the data into EDExpress and review the Import Edit report. Batch rejects are identified by their message classes and appear on these reports. Message classes include DUPE00OP, EAPR00OP, EREP00OP, RAPR00OP, and SARE00OP. The Import Edit reports provide the reject reason and the field numbers for errors on field-specific data.



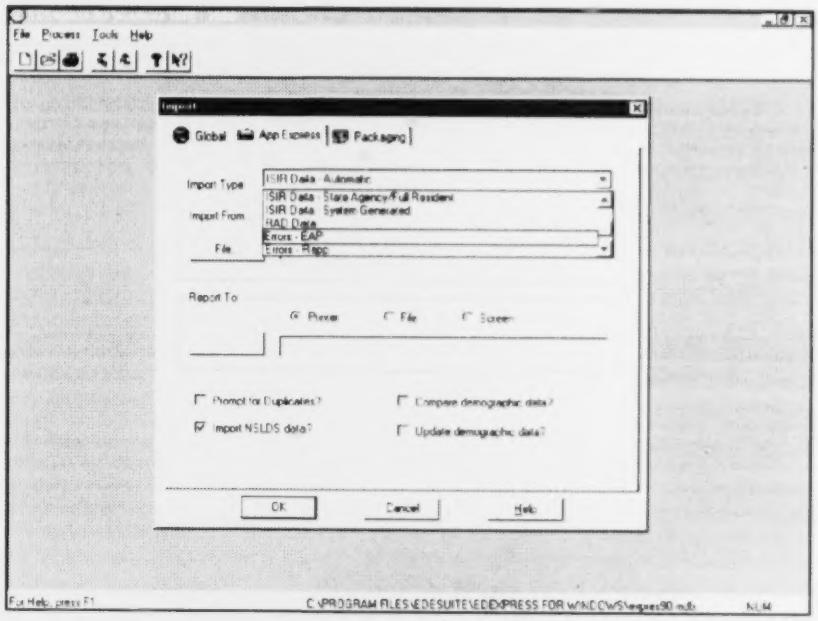
FAFSA Not Processed

8 ISIR Processing (Part 2)

Click ***File/Import***

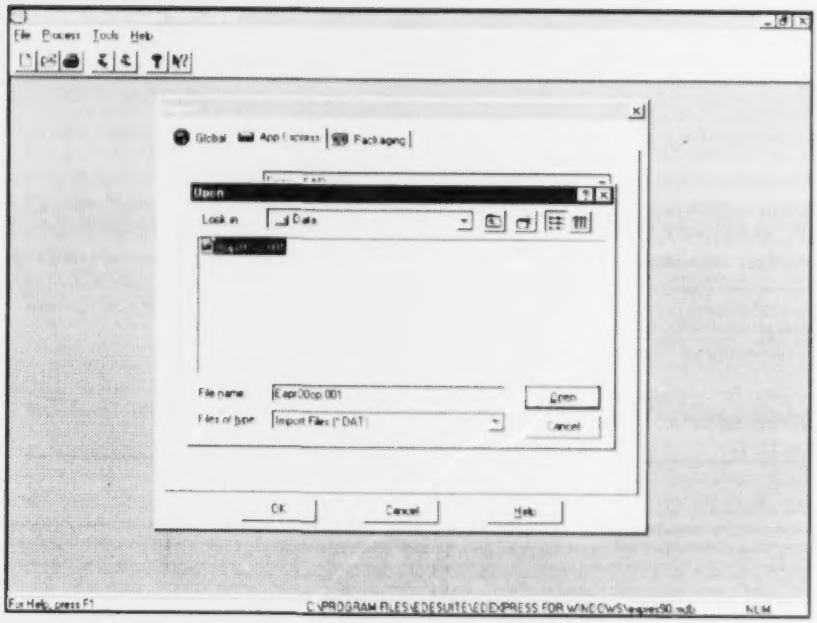
Click the down arrow in the Import Type field to display a list of files to import.

To select the error report for an initial application batch, select ***Errors-EAP***



Click on the ***File*** *button in the Import From field and select the EAPR00OP file to be imported*

Click ***Open***



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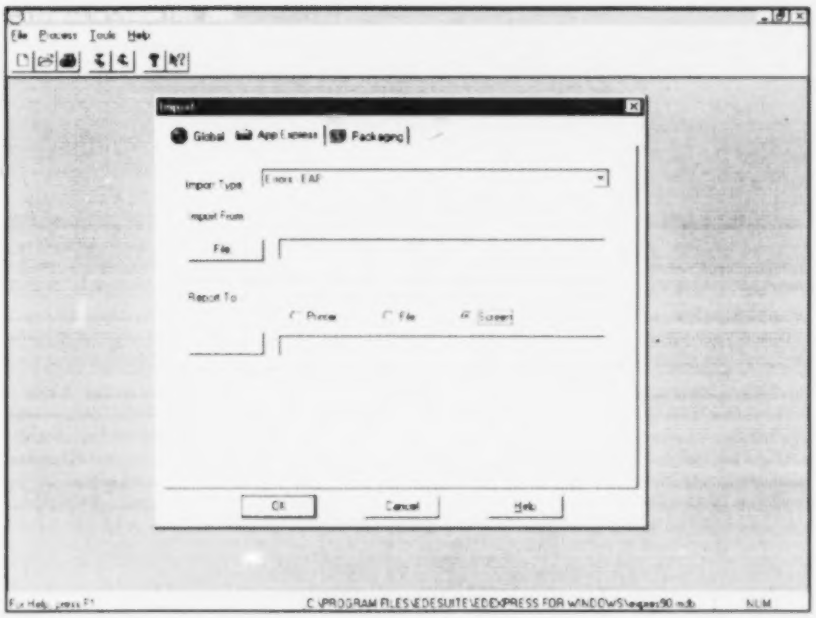
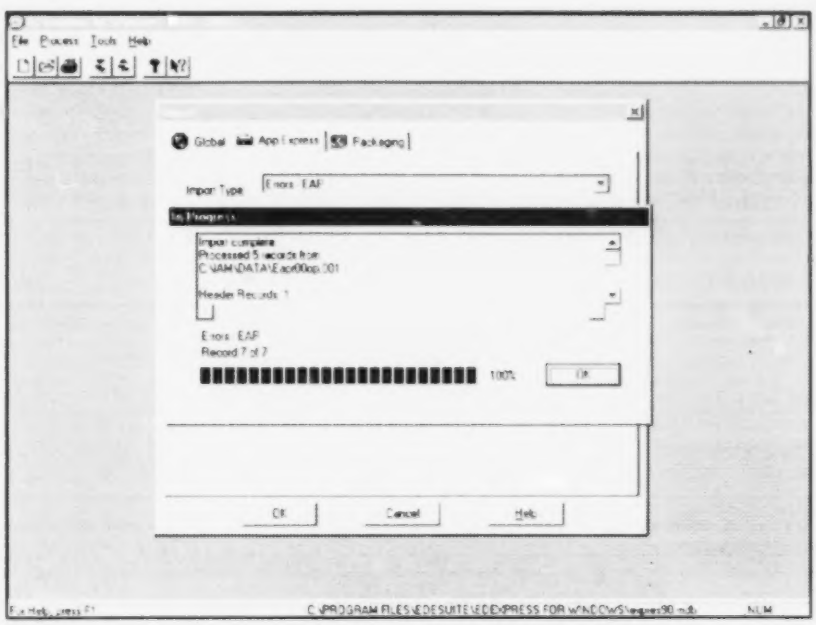


*Select **Printer**, **File**, or **Screen** as the error report's destination.*

*Click **OK**.*



The batch report displays statistics about the imported data. Use the scroll bar to view all the statistics.

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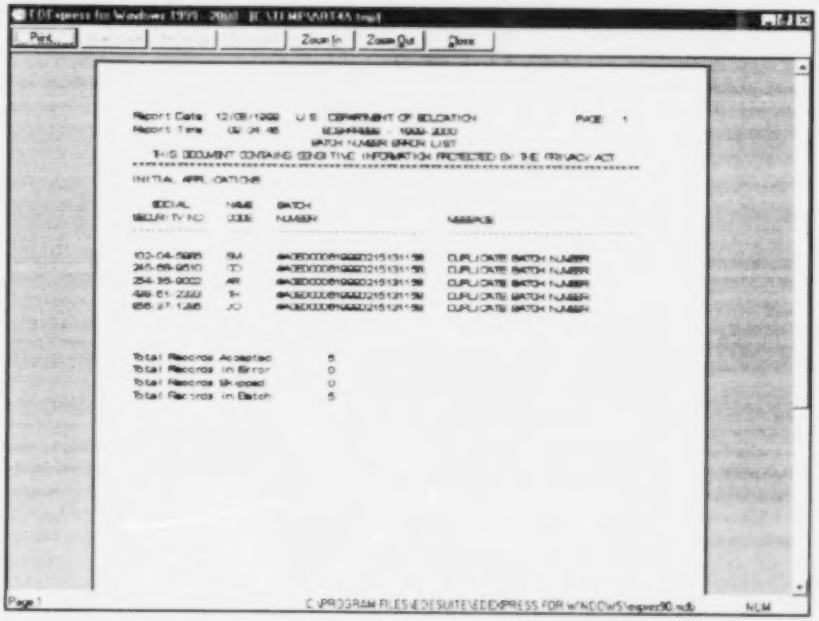
If you chose to send the error report to the screen, you will see the batch data for the rejected records.

The Batch Records Error List displays the records affected, the batch ID in question, and the reason for the reject (message column).

Click on the **Close** *button when you have finished viewing the report.*

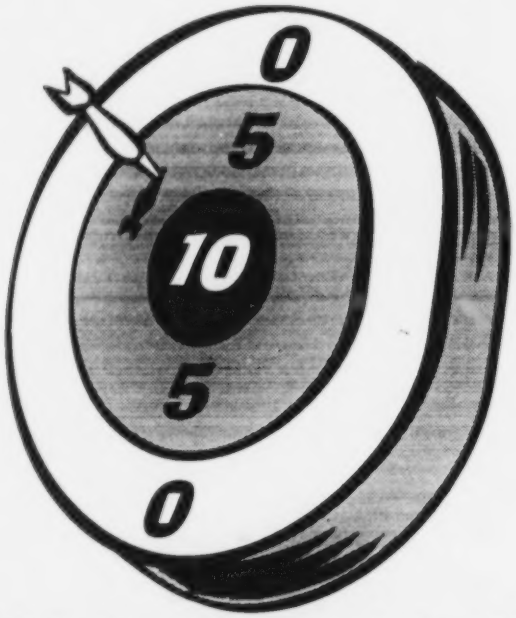


CPS Rejects

CPS rejects include verifiable and non-verifiable rejects. Verifiable rejects occur when data items cause a reject but may be correct. They are identified by an alphabetic code. Non-verifiable rejects occur when data items cause a reject that must be corrected. They are identified by a numeric code. In order to resolve rejected CPS data, you must identify the reject reason using the reject code, make corrections to the appropriate fields, and resubmit.

Note:

The information in the following tables can also be found in the EDE Technical Reference, *the* Application Processing Desk Reference, *as well as through the view messages function in EDExpress.*



FAFSA Processed As ISIR But EFC Not Calculated

Verifiable FAFSA Reject Codes

These are the only codes for rejected data that you or the student can change or verify as correct. You may revise these data or leave them unchanged.

Reject Code	Reject Reason	Resolution
B	Date of birth since Sept. 1, 1983 and does not equal current year	Verify or correct the following: —Date of Birth
N	Missing name	Verify or correct the following: —Student's Last Name —Student's First Name
P	Invalid SSN range	Verify the following: —Student's Current SSN
W	Questionable number of family members	*If the applicant is dependent*, verify or correct the following: —Parents' Number of Family Members *If the applicant is independent*, verify or correct the following: —Student's Number of Family Members

Non-Verifiable Rejects

Reject Code	Reject Reason	Resolution
1	Simplified needs test is not met and all supplemental data are blank	*If the applicant is dependent,* provide the following: – Parents' Cash, Savings and Checking – Parents' Other Real Estate/Investment Net Worth – Parents' Business Net Worth – Parents' Investment Farm Net Worth *If the applicant is independent,* provide the following: – Student's Cash, Savings and Checking – Student's Other Real Estate/Investment Net Worth – Student's Business Net Worth – Student's Investment Farm Net Worth
2	Incomplete Application or Correction	*If the applicant is dependent,* provide the following: – Parents' Taxed and Untaxed Income *If the applicant is independent,* provide the following: – Student's and Spouse's Taxed and Untaxed Income
4	Date of Birth year equal to or greater than current year	Correct the following: – Date of Birth
5	Missing or incorrect date of birth	Correct the following: – Date of Birth
8	SSN match with date of death	*If the SSN is correct,* the applicant must contact the Social Security Administration *If the SSN is incorrect,* the applicant must correct the Social Security Number

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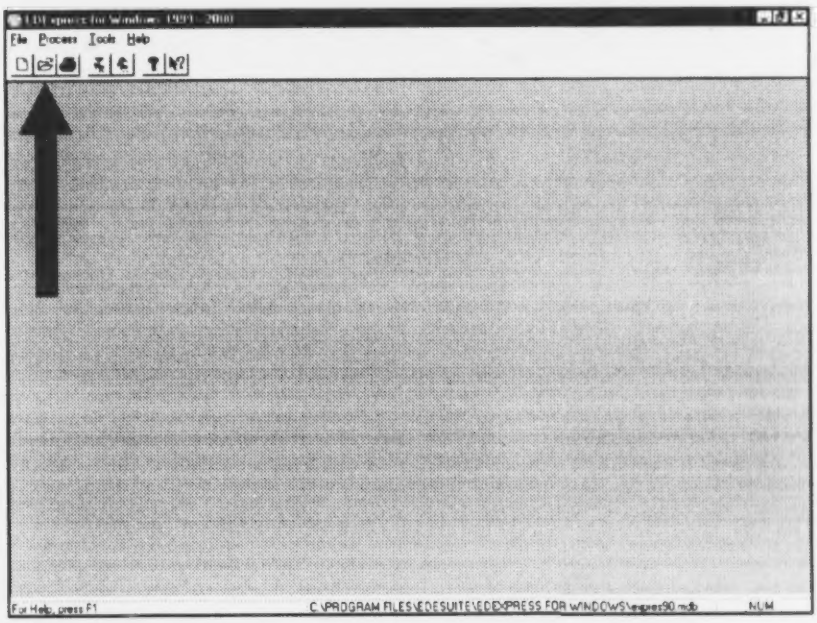
Non-Verifiable Rejects (cont.)

Reject Code	Reject Reason	Resolution
10	Missing marital status and household size	*If the applicant is dependent,* provide the following: – Parents' Marital Status – Parents' Number of Family Members *If the applicant is independent,* provide the following: – Student's Marital Status – Student's Number of Family Members
11	Marital status is inconsistent with base year income	*If the applicant is dependent,* correct the following: – Parents' Marital Status – Father's 1998 Income – Mother's 1998 Income *If the applicant is independent,* correct the following: – Student's Marital Status – Student's 1998 Income – Spouse's 1998 Income
13	Missing name	Provide the following: – Student's Last Name – Student's First Name
15	Unsigned SAR	The signature correction must be made on a printed Student Aid Report certification page and resubmitted.
16	Unsigned FAFSA Express Certification Document	Signature correction must be made on a printed Student Aid Report certification page and resubmitted to the FAFSA Processor or may be corrected electronically.
17	Unknown citizenship status or student is not a U.S. citizen or eligible non-citizen	Correct the following: – Citizenship Status
18	SSN not on Social Security Administration's database	Correct the following: – Student's SSN
19	An EFC cannot be calculated because a 'hold' has been placed on the student by the Department of Education	The applicant must call 202/708-4766 or 202/260-9988, or 202/708-5129 depending on which comment was received, to resolve this matter.
20	Too many comments	The applicant must correct the highlighted portions on Part 2 of the SAR or ISIR.

Corrections

EDExpress provides several methods for making corrections to ISIR/SAR data. You can open an existing record and use the ISIR tab to make corrections, you can use the Quick Correction feature, and you can also make corrections using the Verification Worksheet.

Correcting a rejected record using the ISIR tab

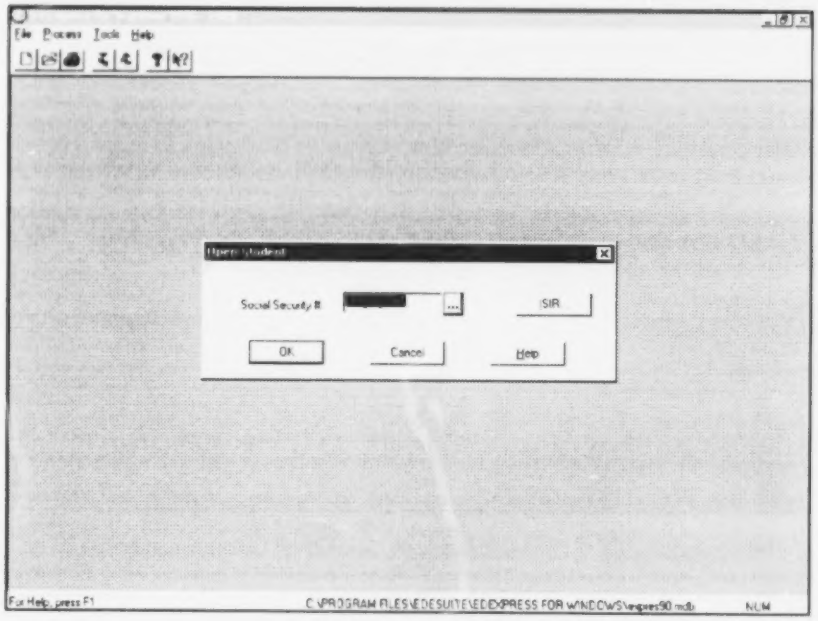


To make a correction using the ISIR tab, you first need to open the student's record.

*Select **File, Open** or click the **Open** icon.*

8 ISIR Processing (Part 2)

Type the student's SSN or click the ISIR or ... button for a list of students.

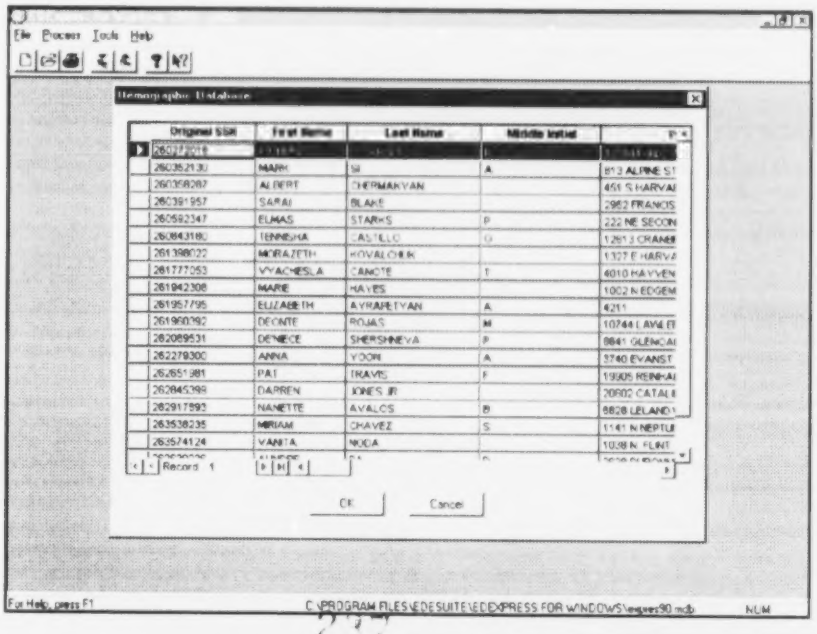


Tip:

Use the Print List option to print a list of students to review.

Select a record from the list.

*Click **OK**.*



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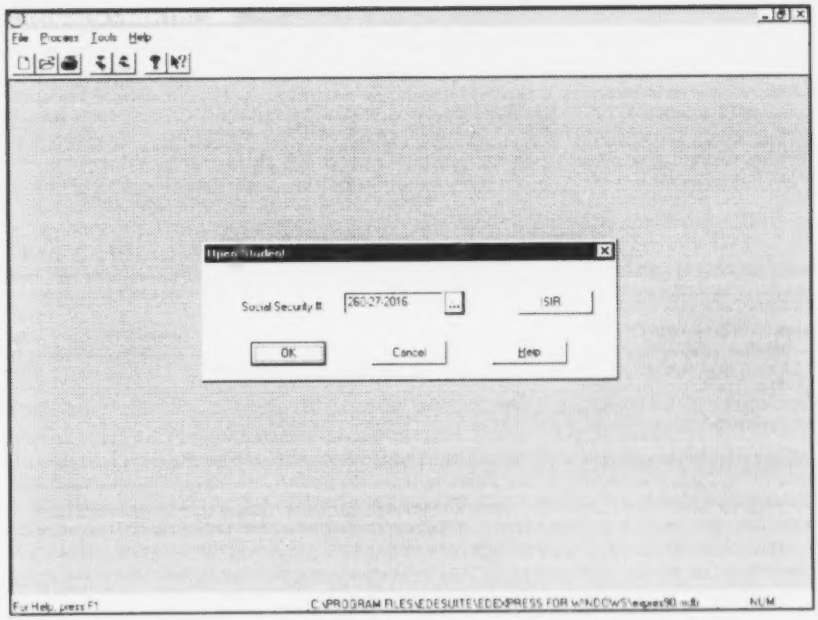
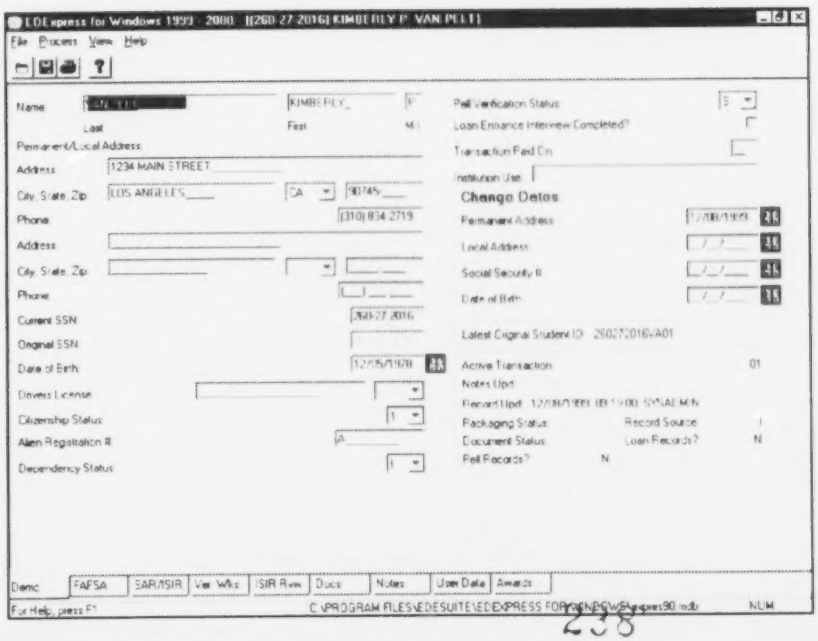


*Click **OK** to open this record.*



The Demographic tab is displayed.

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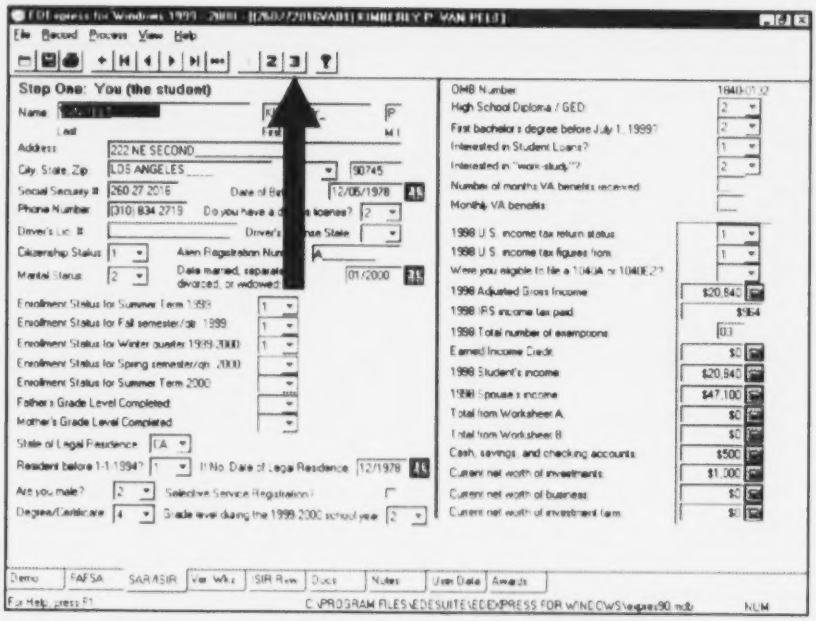
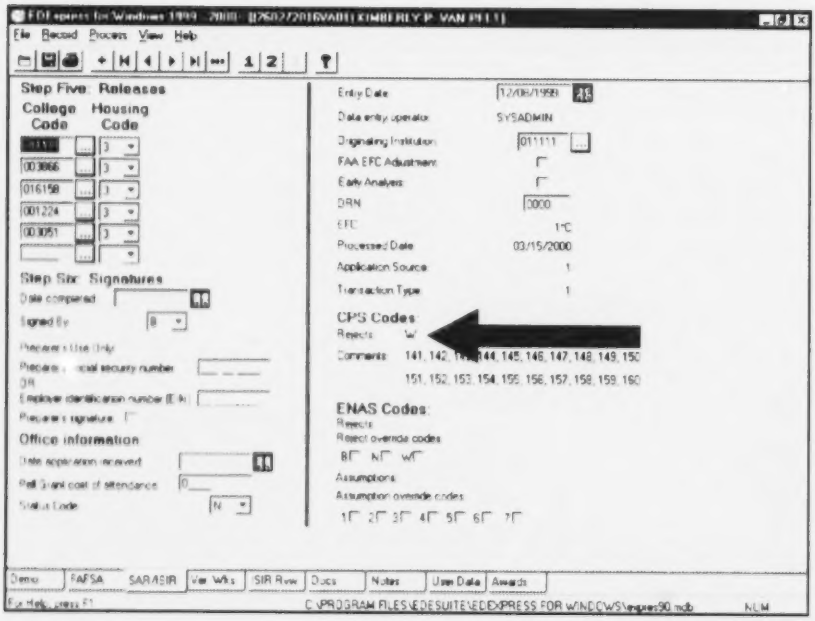
Click on the SAR/ISIR tab to review the ISIR data.

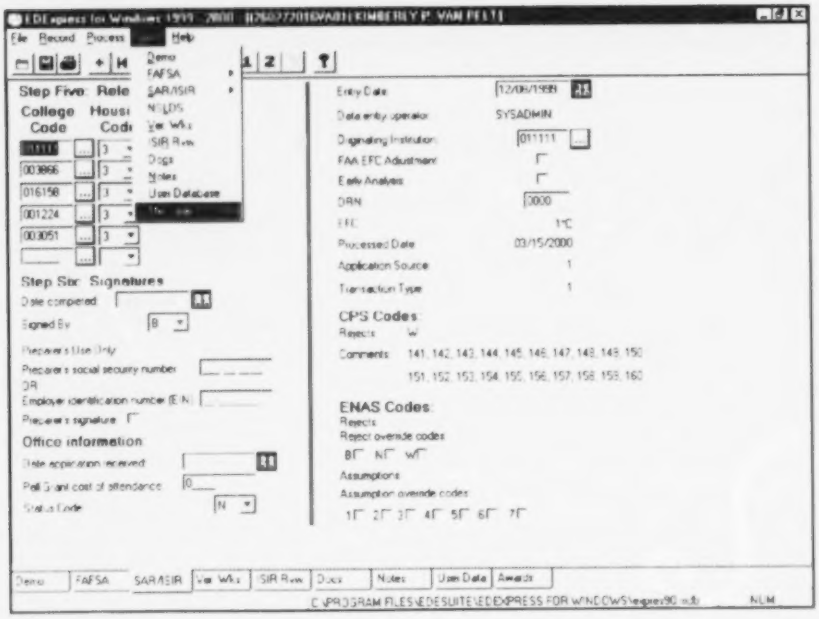
This record appeared on the list you printed in Chapter 6 as a rejected record.

*Click on page **3** to view the reject codes.*



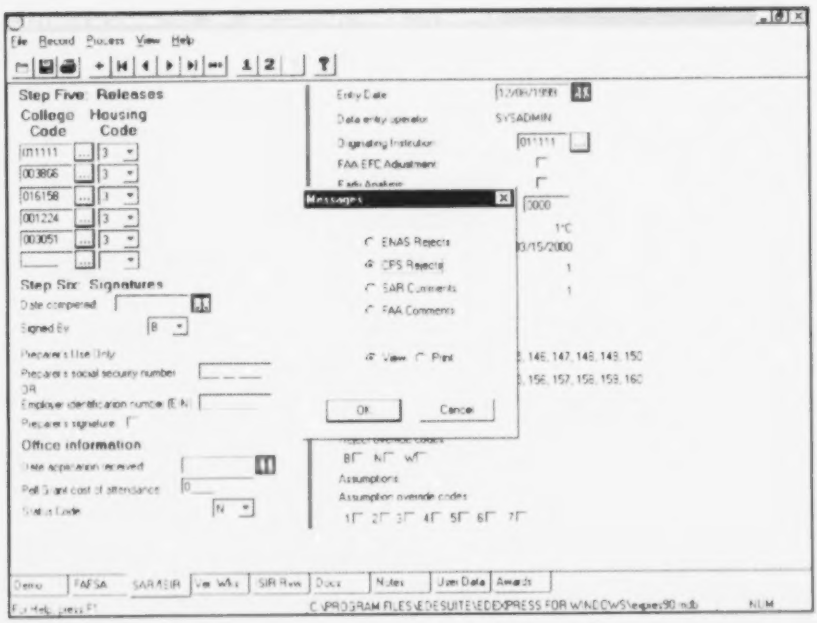
This record has a reject code of W.





You can find out what data fields are in question by using the View/ Messages function.

*Select **View/Messages** from the menu bar.*



Four types of messages are available:

1. *ENAS Rejects displays any edit features caused by the data you have entered.*
2. *CPS Rejects displays the reason(s) the record was rejected by CPS and the data fields to review and/or correct.*
3. *SAR Comments displays all comment text relevant to the record.*
4. *FAA Comments displays only those comments targeted to you in the financial aid office.*

*If you want to find out about reject W, click on **CPS Rejects**.*

*Click on **View** or **Print** to determine output.*

*Click **OK**.*

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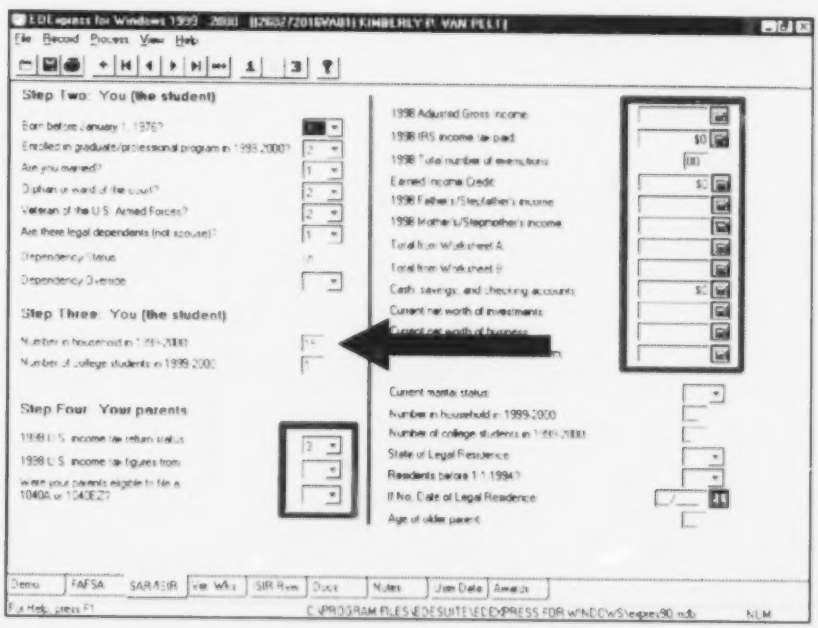
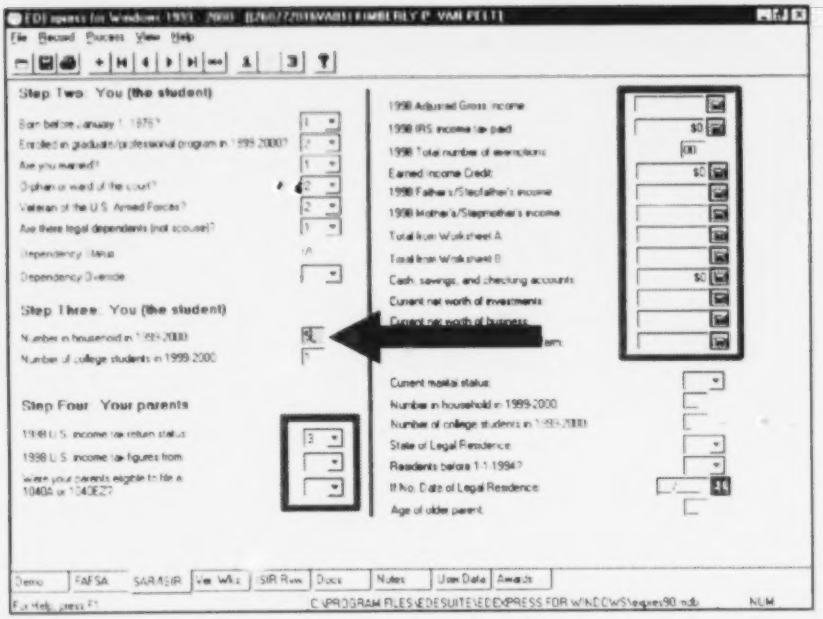
Reject W is a verifiable reject. You must verify or correct the field(s) to resolve the reject. In this case, the number of family members appears to be incorrect.

*Click on the **Close** button to close the window.*

The field in question is located on page 2 of the ISIR. In this example, the documentation submitted by the student indicates that the number of family members needs to be changed to "5."

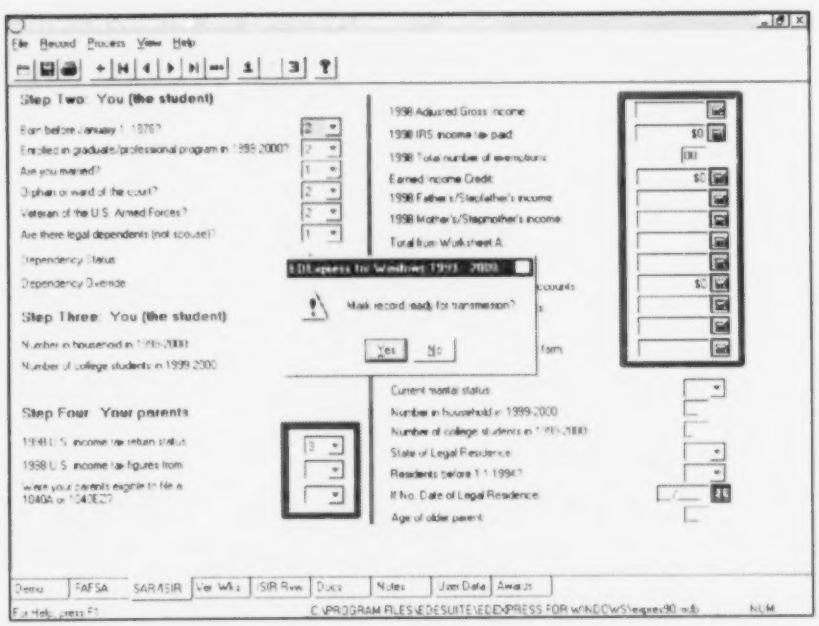



File Record Process View Help
Step Two: You (the student)
Born before January 1, 1976?
Enrolled in graduate/professional program in 1999-2000?
Are you married?
Orphan or ward of the court?
Veteran of the U.S. Armed Forces?
Are there legal dependents (not spouse)?
Dependency Status
Dependency Override
Step Three: You (the student)
Number in household in 1999-2000
Number of college students in 1999-2000
Step Four: Your parents
1998 U.S. income tax return status
1998 U.S. income tax figures from
Were your parents eligible to file a 1040A or 1040EZ?
1998 Adjusted Gross Income
1998 IRS income tax paid
1998 Total number of exemptions
Earned Income Credit
1998 Father's/Stepfather's income
1998 Mother's/Stepmother's income
Total from Worksheet A
Total from Worksheet B
Cash, savings, and checking accounts
Current net worth of investments
Current net worth of business
Current marital status
Number in household in 1999-2000
Number of college students in 1999-2000
State of Legal Residence
Residents before 1-1-1994?
If No, Date of Legal Residence
Age of older parent
Demo
FAFSA
SARASIR
Ver Wks
ISIR Rvw
Docs
Notes
User Data
Awards
For Help, press F1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expres90.mdb
NUM

*Click on the number in household in 1998-99 field and enter **5**.*

The fields are highlighted in blue to indicate a correction.

*Click **File/Save** or the blue diskette icon to save the changes made.*



*Click **Yes** to update the status code. (R = Ready for transmission).*

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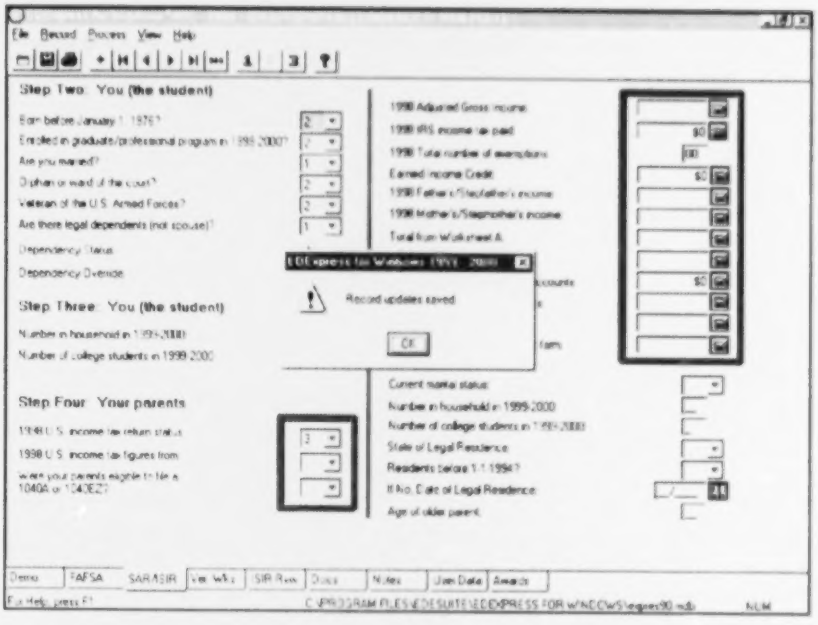
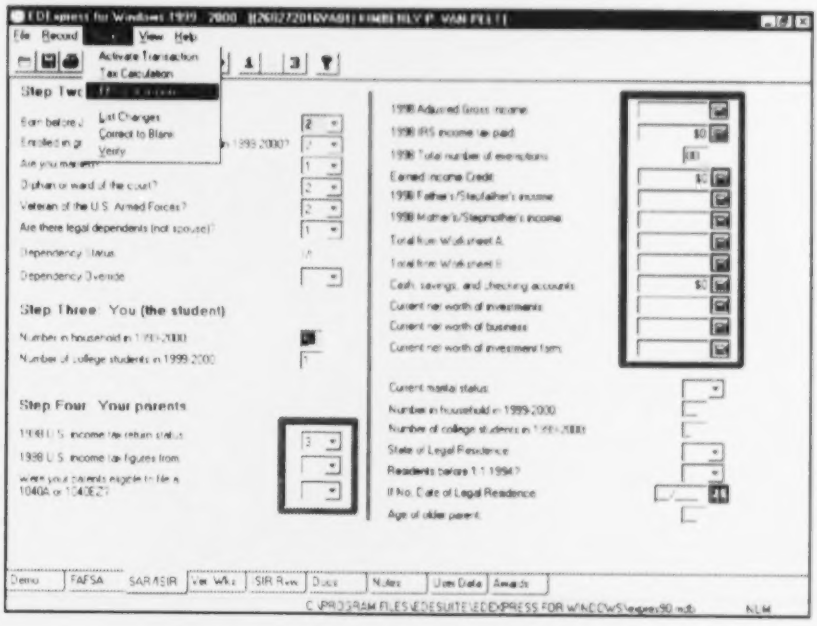
*Click **OK** to continue.*



Now that you have supplied the necessary data, you can calculate an estimated EFC.

*Select **Process/EFC Calculation** from the menu.*



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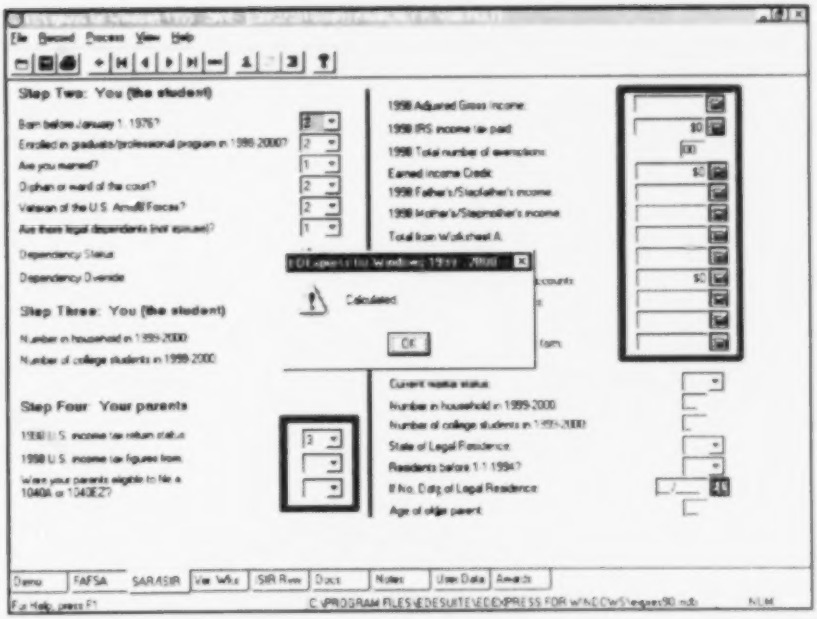
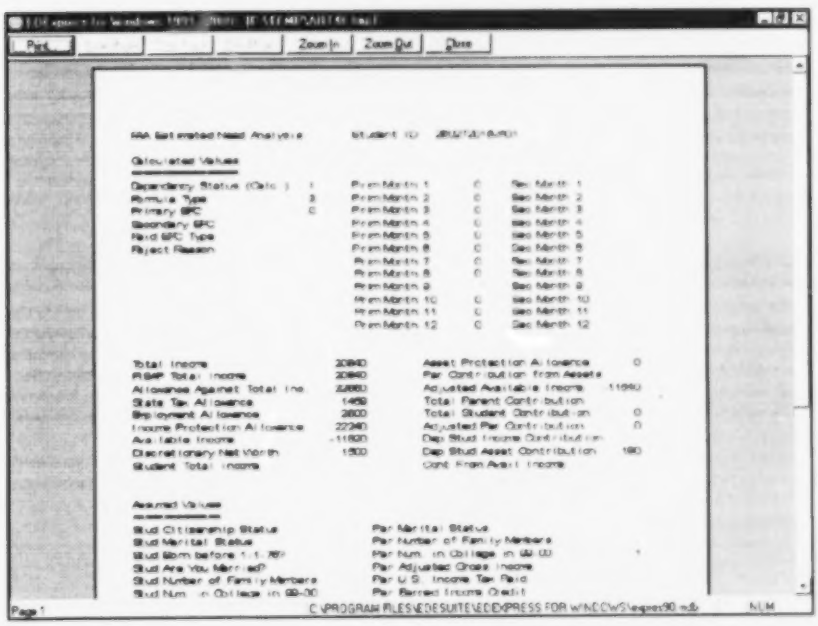


*Click **OK** to see the results.*



The Estimated Need Analysis results are displayed.

The estimated EFC for this student is 0.

*Click **Close***

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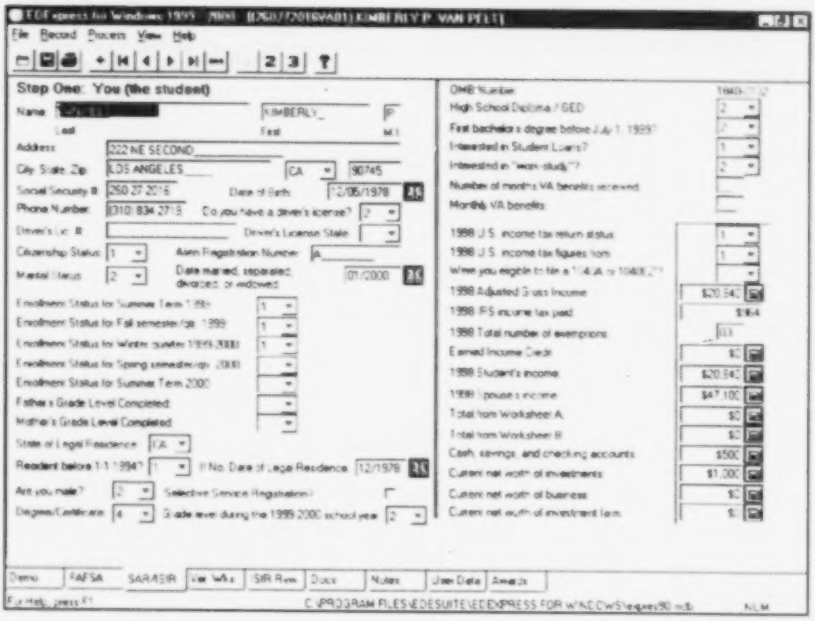
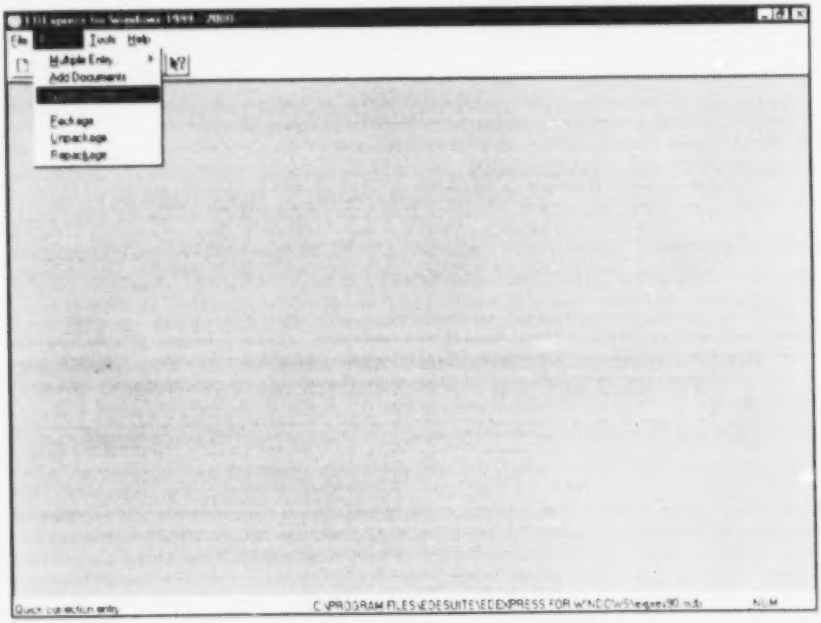
*Select **File, Close** to close the record*



Correcting a Record Using Quick Correction

Quick Correction is designed to be a fast entry tool for creating corrections when any of the following conditions apply:

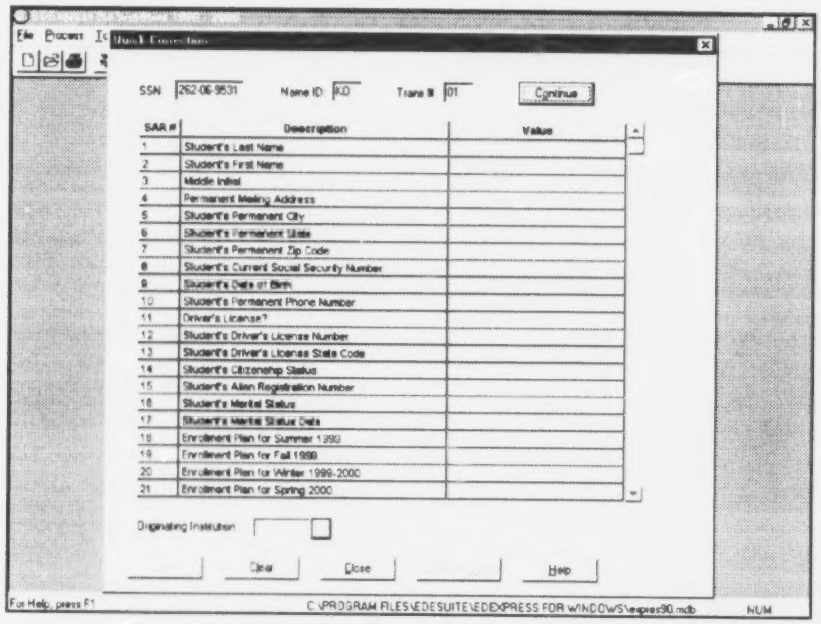
- You don't have an ISIR on your database.
- You don't want to take the time to open and navigate through the full student record.
- You have many records to correct at one time.
- You need to add your institution code to the record to receive an ISIR.



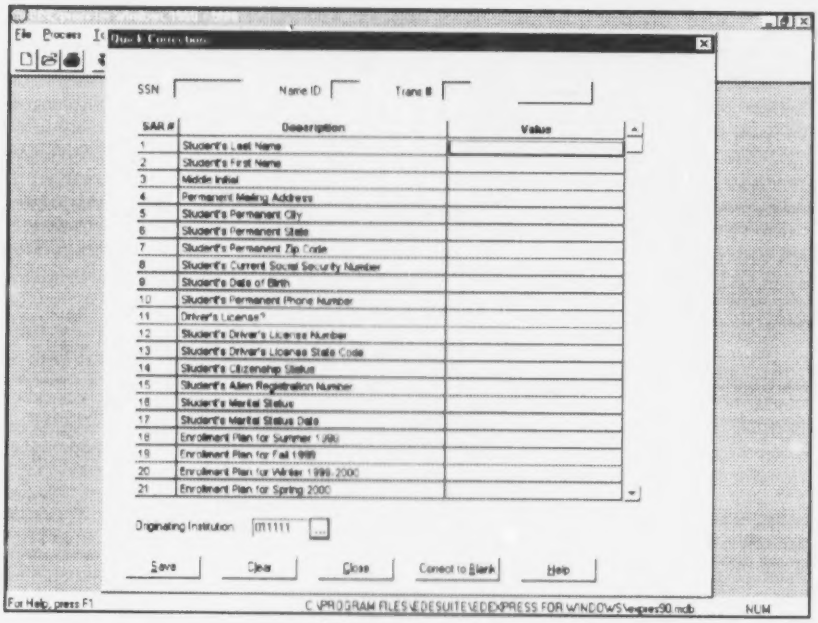
*To use Quick Correction, select **Process/Quick Correction** from the menu bar.*

Type the SSN, Name ID and Trans # of the record you need to correct. (The Trans # or Transaction Number is the version of a student's ISIR that you have.)

Click **Continue**



The ID fields are now disabled and not accessible. All the fields are displayed in ISIR order.



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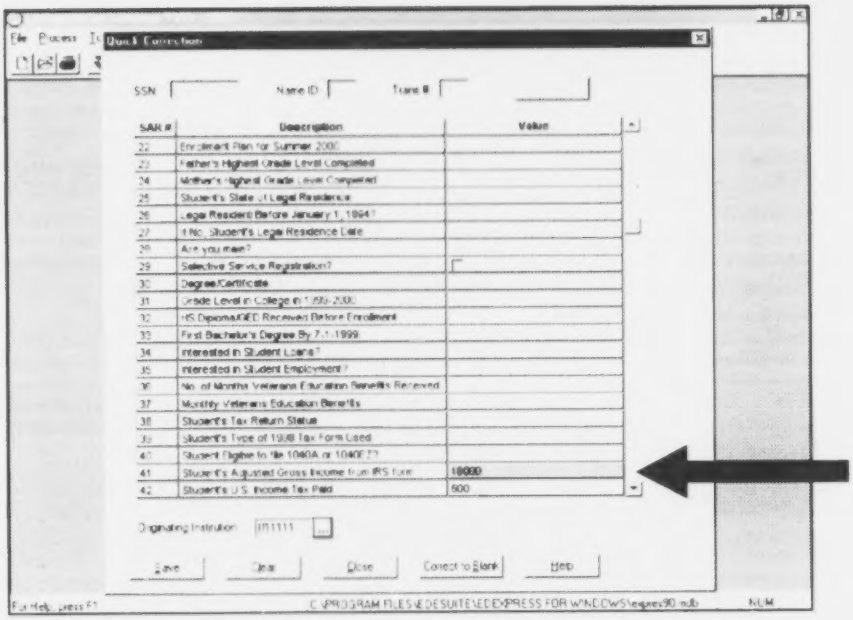
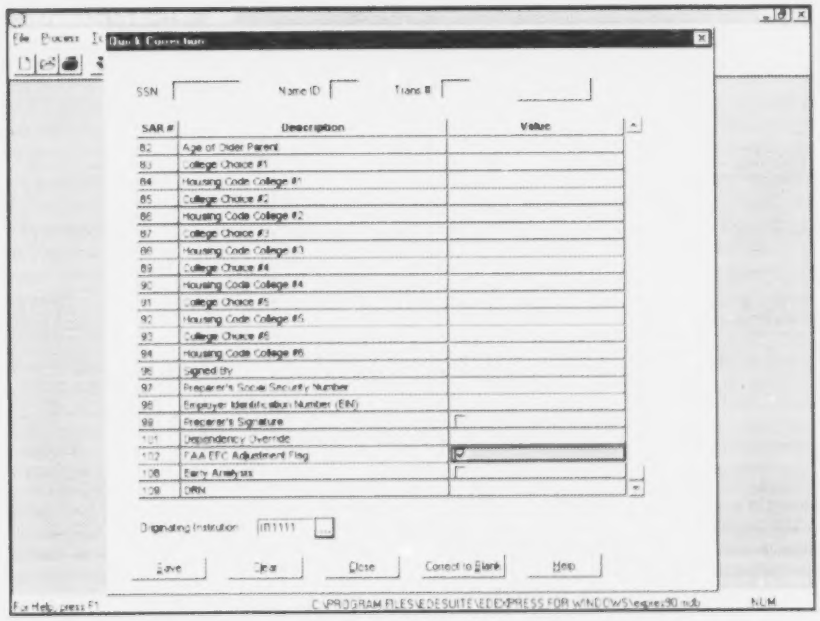


Scroll to the field(s) you need to modify

Click on the value field

Type the new value

In this example, the student's Adjusted Gross Income (AGI) has been changed to $18,000 and the student's income tax paid to $600



Mark the box in the FAA EFC Adjustment flag field

This indicates to the CPS that the corrections are based on professional judgement

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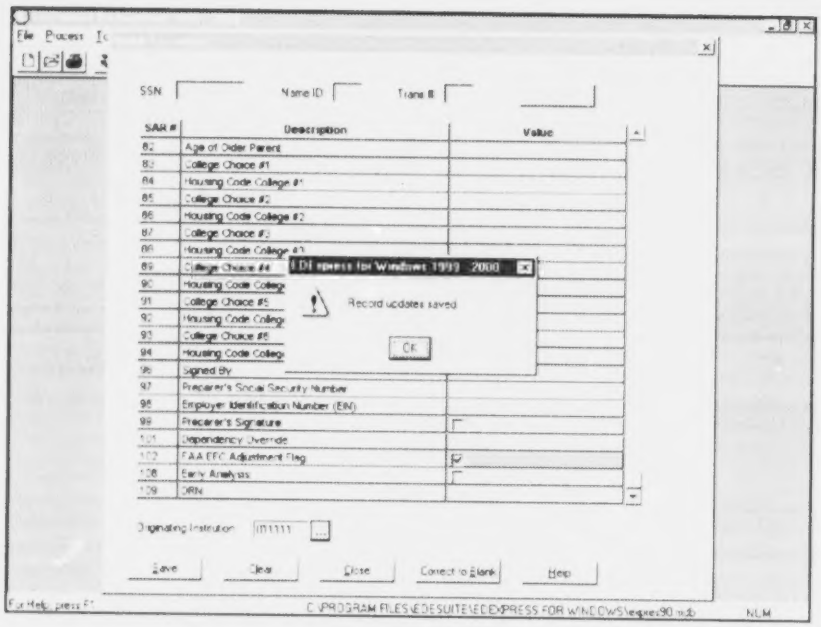
Verify the school code for these correction records.

*Click **Save***

*Click **OK** to continue*

*The ID boxes are cleared for you to enter the next record. When finished, click **Close** to leave the box.*

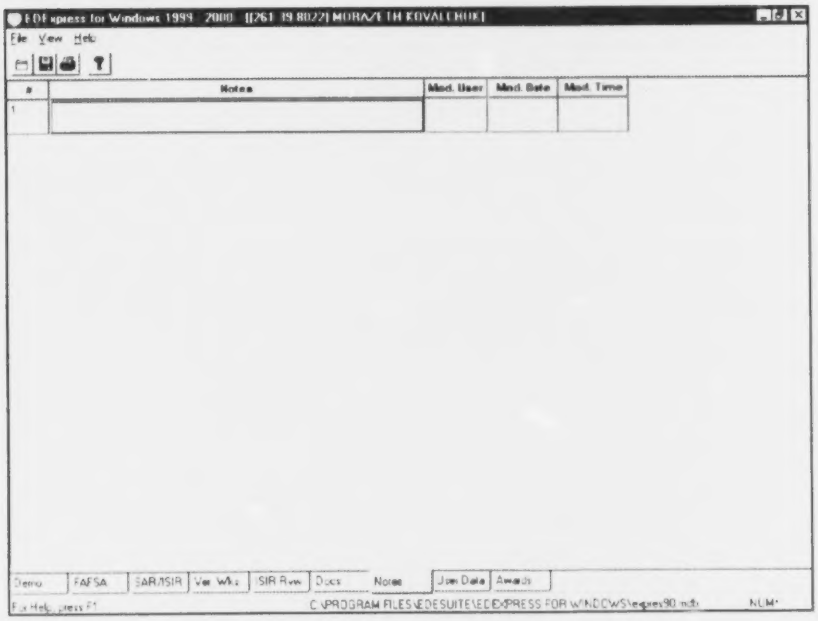


Note:

The Originating Institution field will default to the assumed institution that is currently set. You can change it here if you have multiple Federal School codes.

Notes

Using the Notes tab, you can store electronic notes about the student. For example, if you have made a correction to the student's record based on information provided from a tax return, you should record what you did with that information.



*Click on the **Notes** tab in the open student record.*

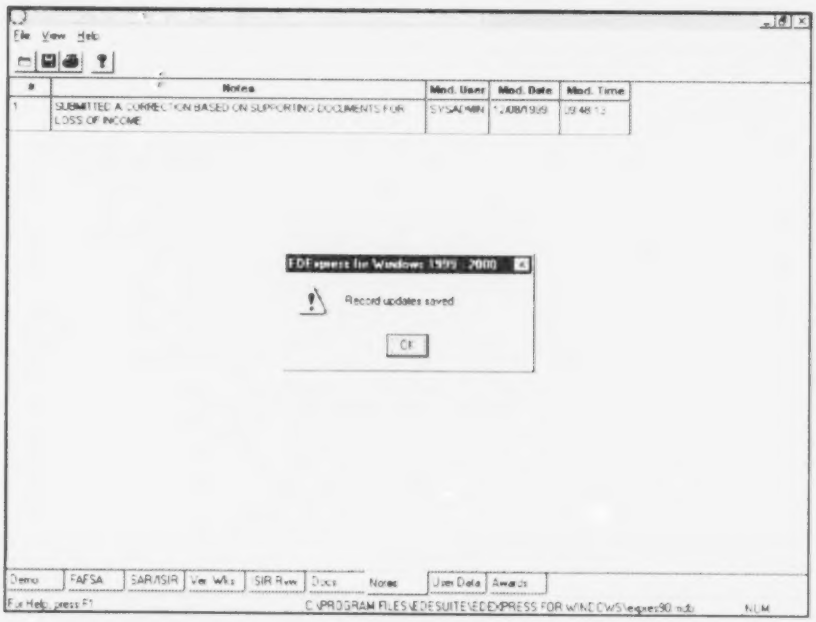
Tip:

If you do not have access to this screen, make sure you checked the box in Tools/Setup/Global/System to allow notepad entries to be edited.

Begin typing your note. The software automatically tracks the user who added the note as well as the date and time it was added.

*Continue to add additional notes as needed by pressing the **Enter** key.*

*Click the **Save** icon to save your entries.*



Note:

Only two lines of text will display on the screen; however, the entire note is saved and will print if the print option is used. You must also save your note(s) prior to printing.

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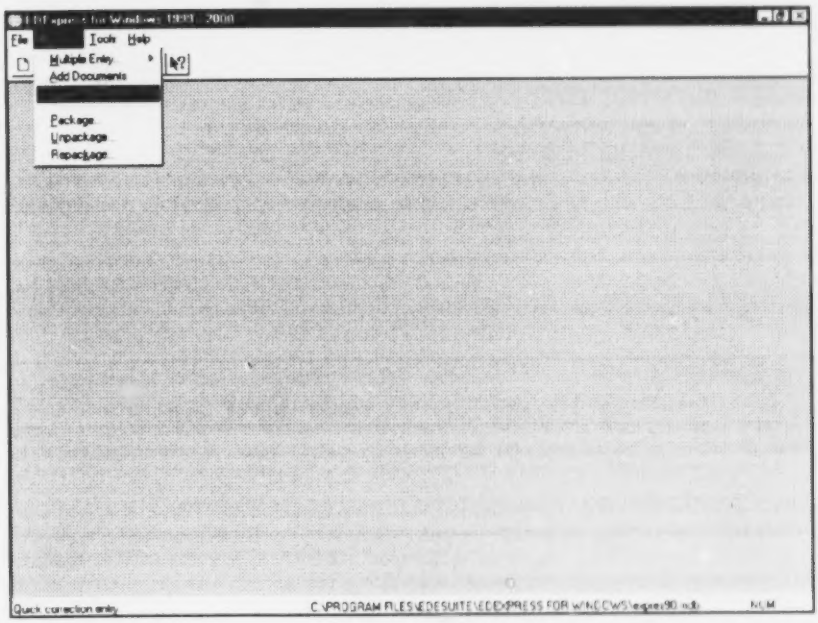
Adding Your Institution Code

The data release number (DRN) is a four-digit number assigned to all Title IV Federal student aid applicants that appears only on the paper SAR. Electronic corrections to student records cannot be made if your institution has not been designated on the student transaction. However, you can add your institution code through the Quick Correction function. You will need the DRN and your insitution code.



*Select **Process/Quick Correction** from the menu bar.*

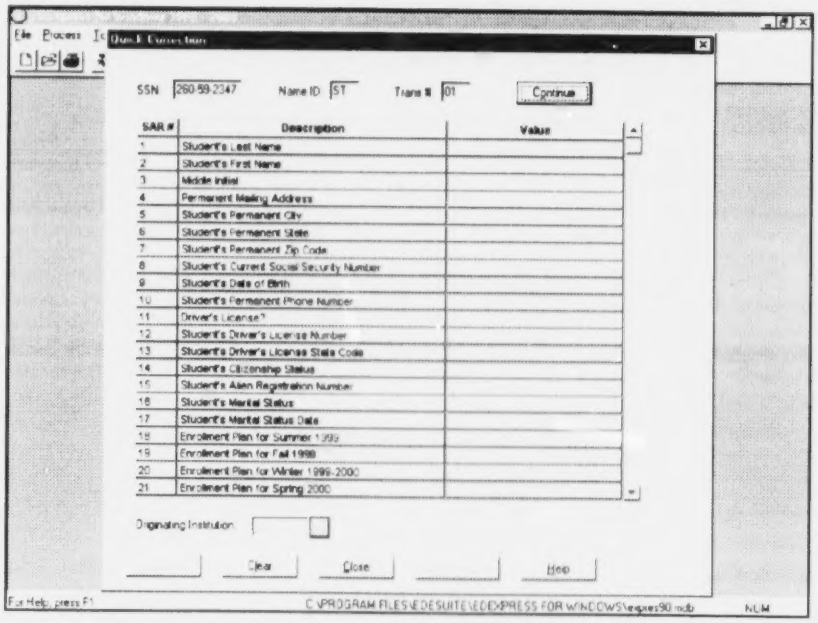
Note:

The student's DRN is a security mechanism. The student has to give it to you before you can add your school to the student's record.

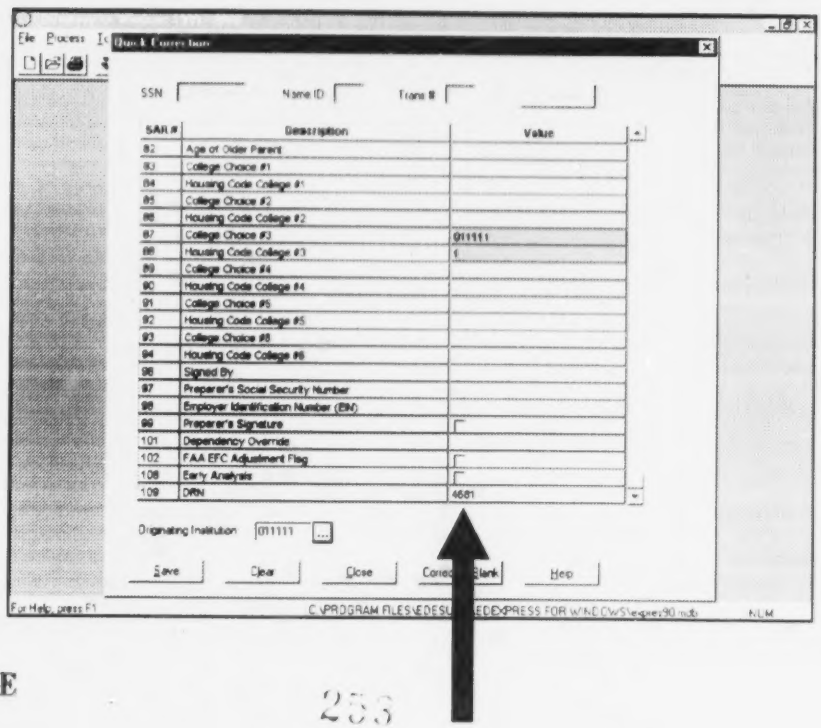
8 ISIR Processing (Part 2)

Enter the student's SSN, Name ID and transaction #.

Click ***Continue***



Enter the institution code on the College Choice #3 field. Enter the number ***1*** *in the Housing Code #3 field, and enter* ***4681*** *in the DRN field. (Student gave you this DRN or gave you the SAR with the DRN on it.)*



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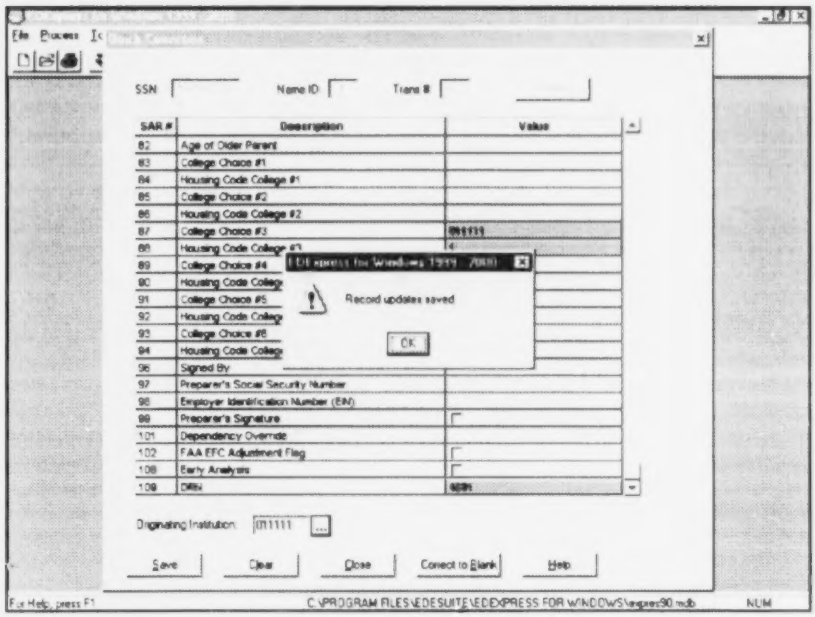

*Click **Save** to save your corrections.*

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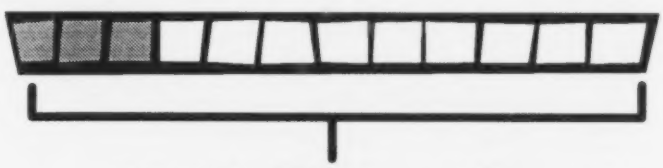
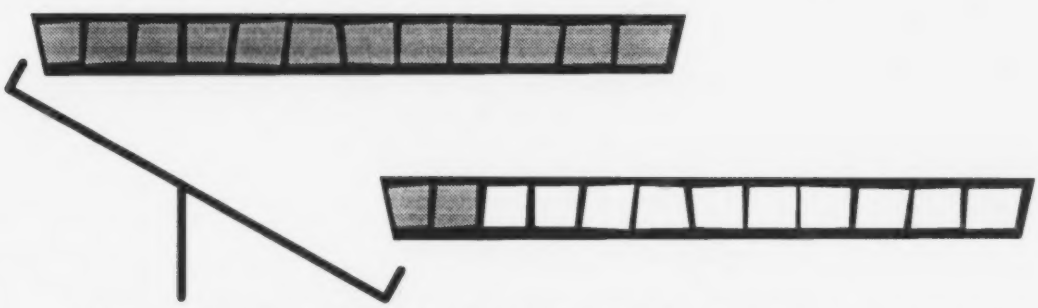
Correction Record Considerations

If you are correcting more than 12 fields on the student record in addition to adding your school code to the ISIR transaction, CPS may not accept your correction. The Institution Code and DRN fields are always listed last in your export files. If you have more than 12 fields in the correction record, the school code and DRN will likely be bumped into the second correction record for that student. CPS will read the first 12 fields and reject the corrections, because the school code and DRN are only included in the second correction record.

To avoid the rejection from CPS, only submit the school code and DRN on your initial correction. This will ensure CPS receives the necessary fields on a single transaction, and you will receive back a valid ISIR within 72 hours. Make any additional corrections on a new transaction.



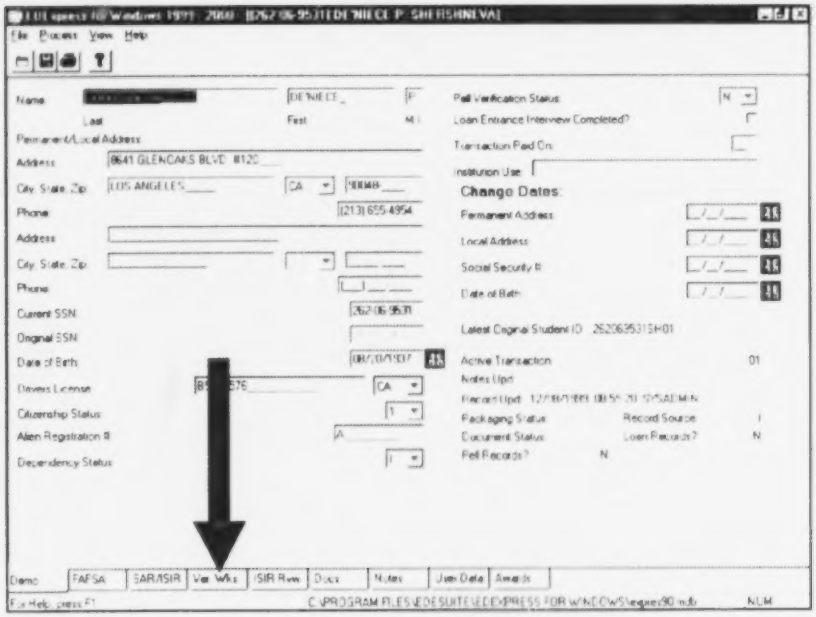
12 Data Fields = 1 Record



Correcting 14 Data Fields = 2 Records

Correcting a Record Using the Verification Worksheet

The Verification Worksheet tab in EDExpress helps you verify and correct inconsistent or illogical tax information on ISIRs selected for verification. You must have the student's ISIR to use this feature.



In this example, the student's record is already open.

Click the Verification Worksheet tab.

EDExpress will enter the information from the student's ISIR transaction that you choose into the ISIR columns on the Verification Worksheet screen. If the student is dependent, information appears in both the student and parent ISIR columns. If the student is independent, information appears only in the student ISIR column unless the student gave information on the parents.

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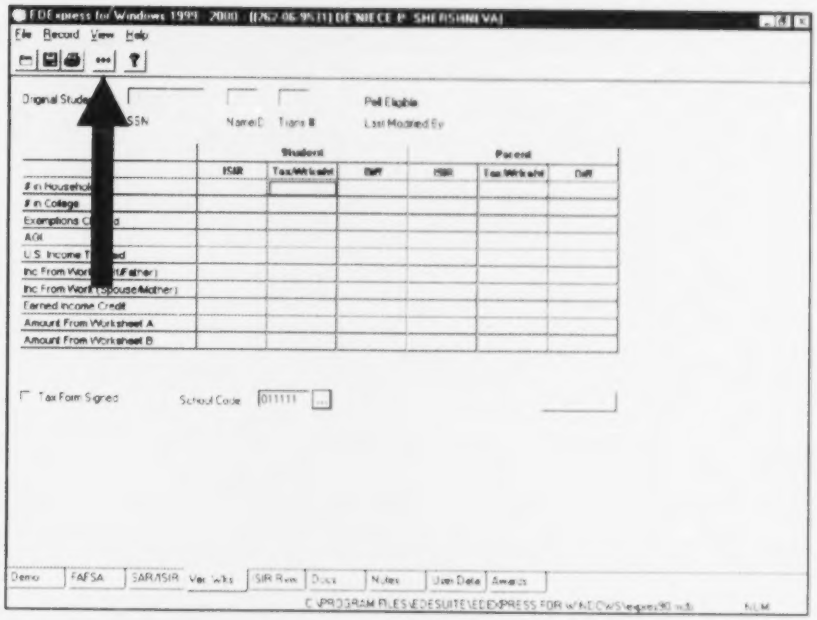
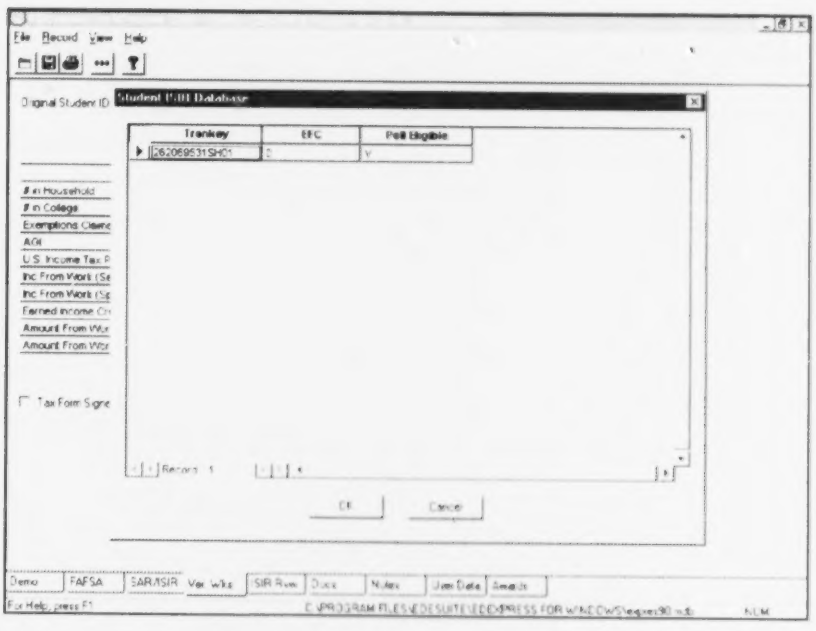
You must first retrieve a specific ISIR.

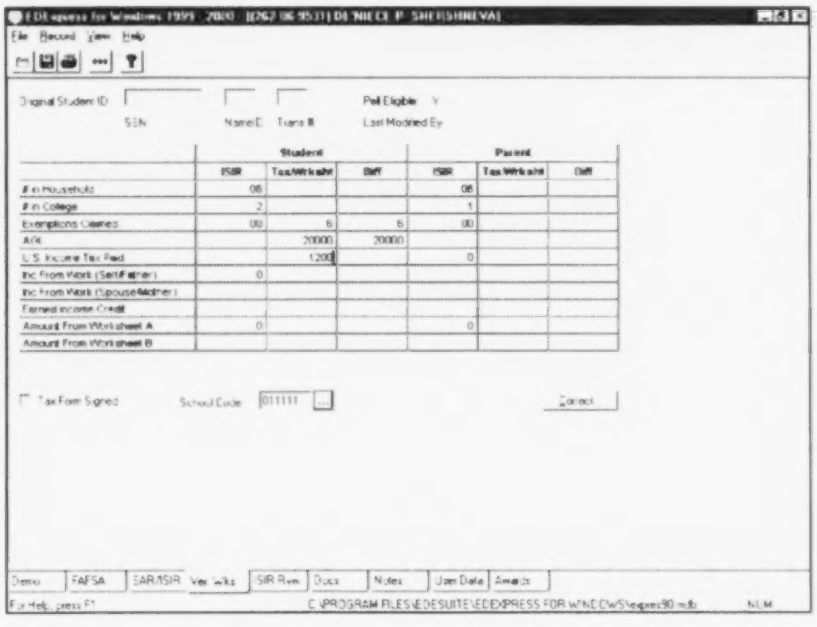
Click the ... button on the toolbar to select an ISIR for the student.



*Click on the ISIR to select it, then click **OK**.*



The ISIR data displays in the ISIR column on the worksheet



Next, in the Tax/Wksht column, type the verified data from the tax return, verification form, or other documentation.

When you enter the information in the Tax/Wksht columns, EDExpress compares it to the information on the ISIR and calculates any differences. These calculations are displayed in the Diff column.

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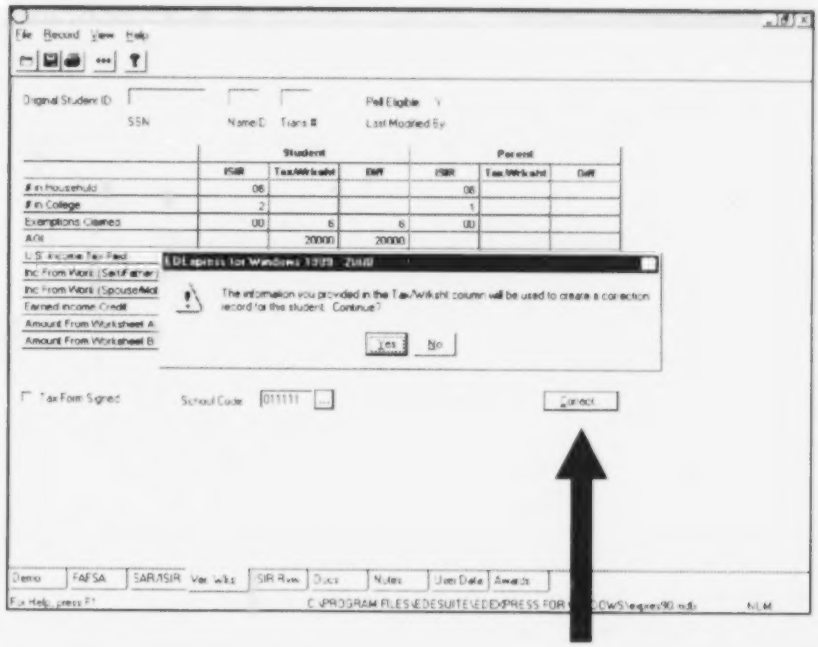
At this point, you may want to create a correction record based on the information entered.

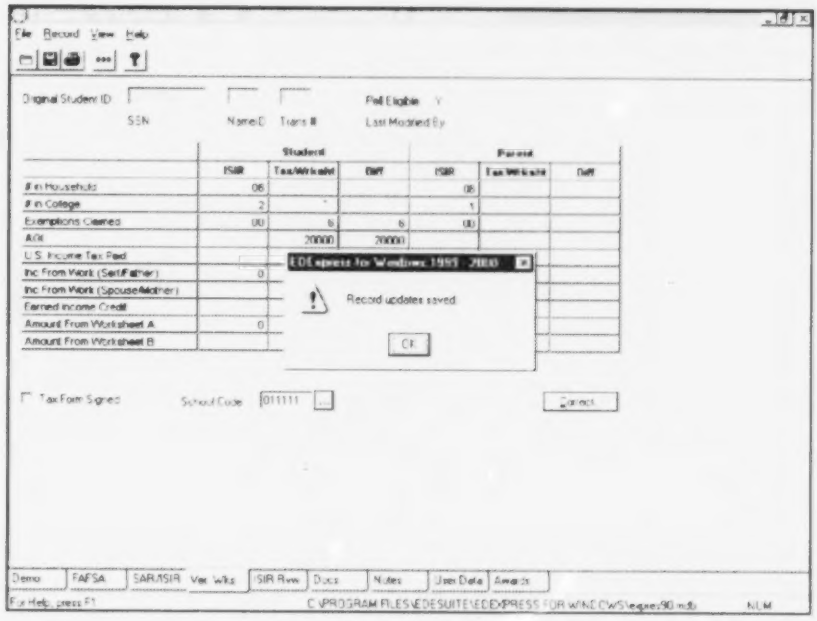
Click the button labeled ***Correct****.*

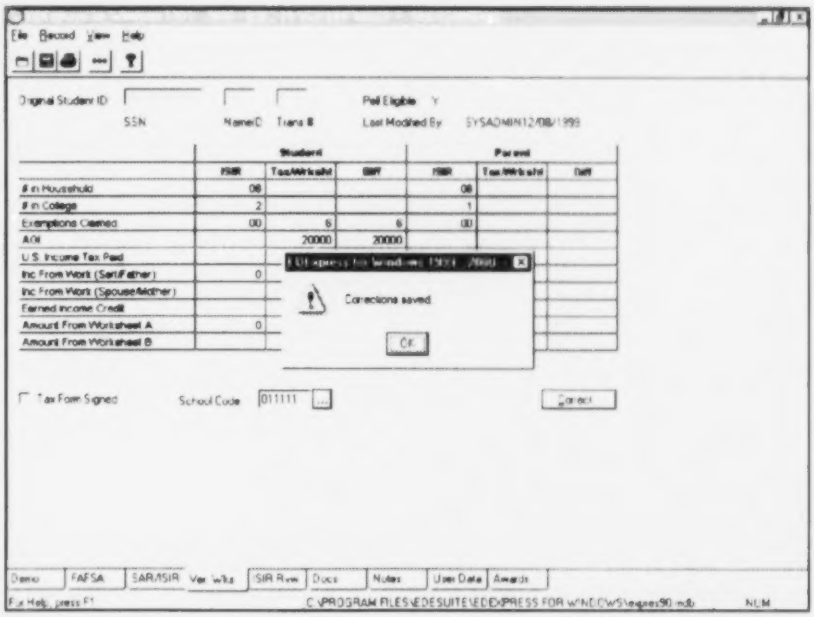
Click ***Yes*** *to continue.*



Select ***File/Save*** *from the menu or click the* ***Save*** *button to save the record.*

Click ***OK*** *to continue.*





*Click **OK** to continue*

After this point, to see the original entries on the transaction you are correcting, you must print the transaction. When you view the corrected transaction on the screen, you see the corrected, not the original, data.

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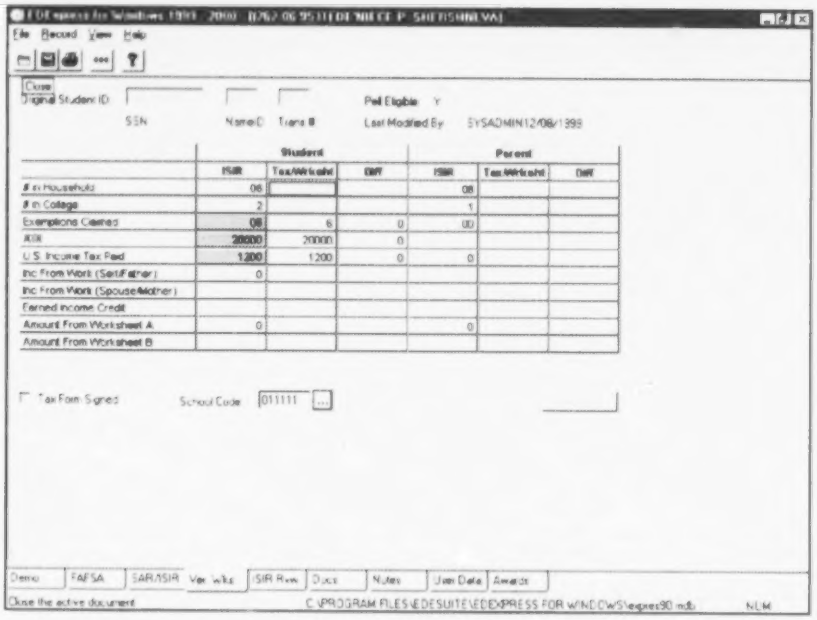
After you've made the corrections, you can access the record at any time before you batch the record for transmission. Note that the corrected fields appear in a different color.



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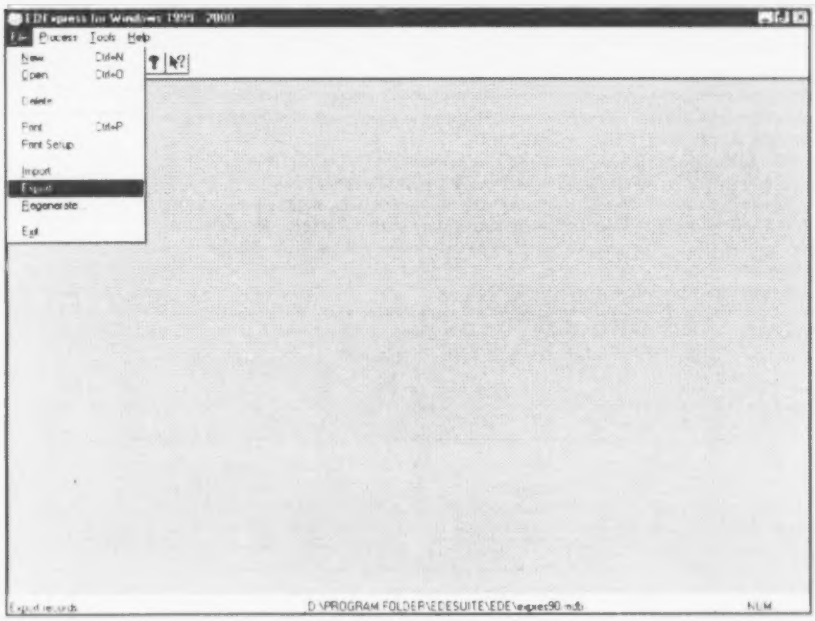
Exporting Corrections

It's now time to send your corrections to the CPS. The first step is to export the records just as you did with the initial applications.

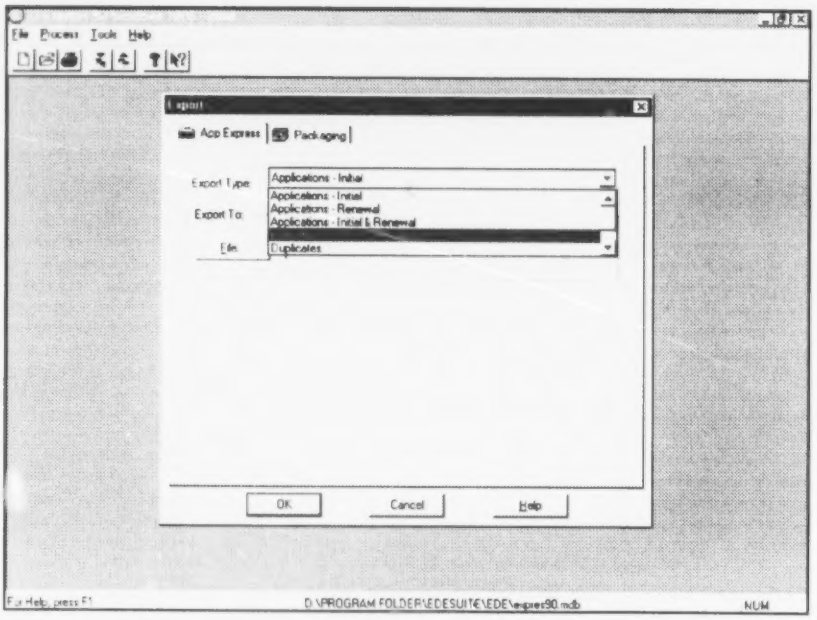


*Select **File/Export** from the main menu*

*Click the **App Express** tab*

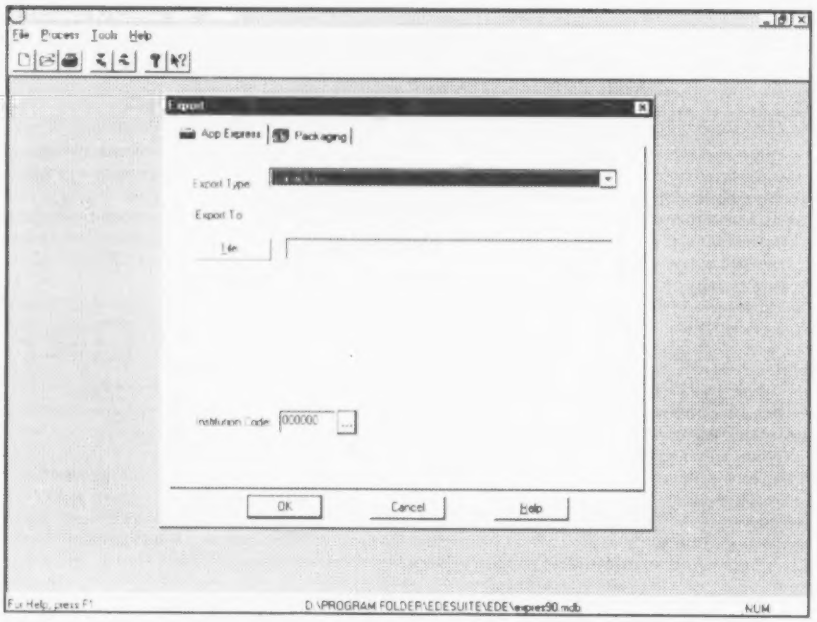
*Click the **down arrow** in the Export Type field to identify the data you are exporting*

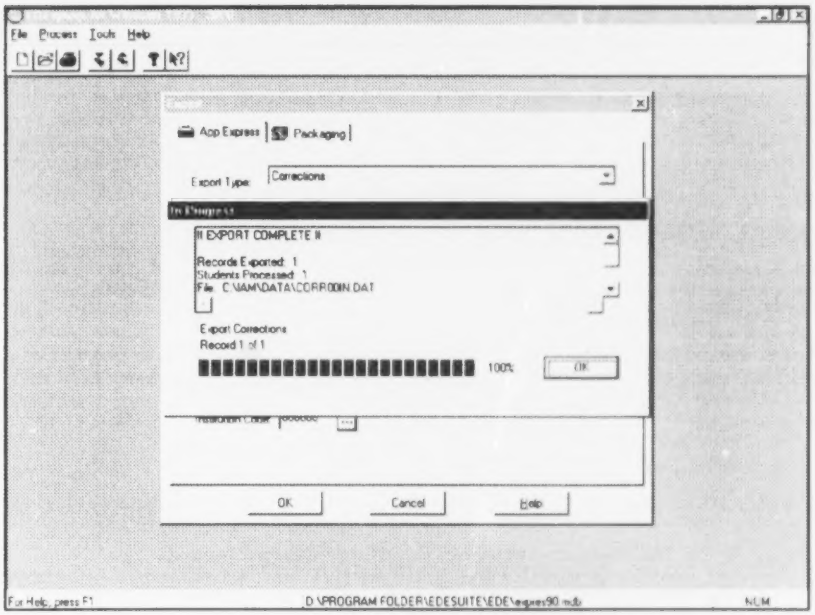
*Select **Corrections** from the pick list.*



Verify the file location in the Export To box and name of the export file.

*Click **OK**.*





When the export is complete, the Export Statistics box will display the number of records included in the batch and the file name.

Scroll down to see the batch ID.

*Click **OK** to close.*

Note:

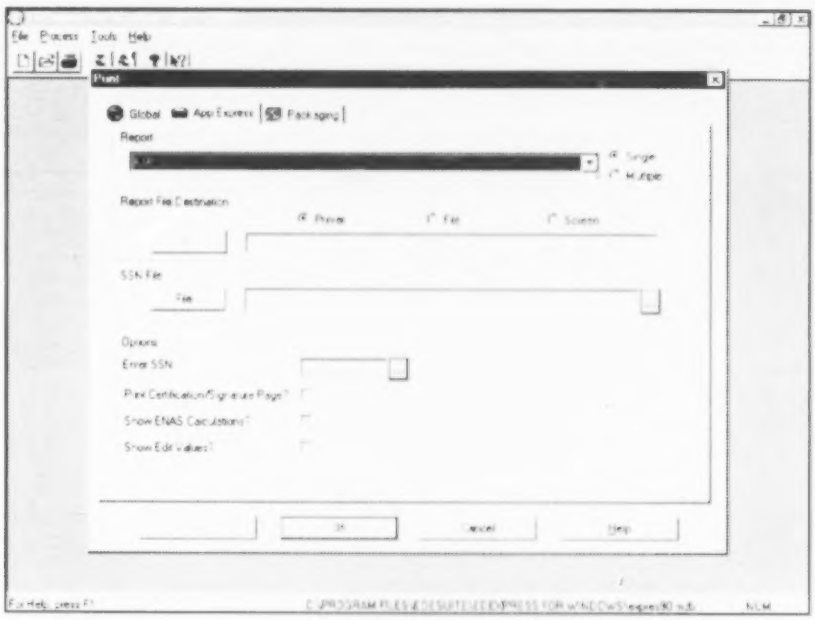
The number of students and the number of records may not be consistent; more than one correction record may be created for a student if more than 12 fields are corrected.

Correction Records List

EDExpress provides an option to print a list of the correction records you created. This is useful when identifying processed ISIRs as they are returned.

*Select **File/Print** from the menu bar.*

*Click the **App Express** tab.*



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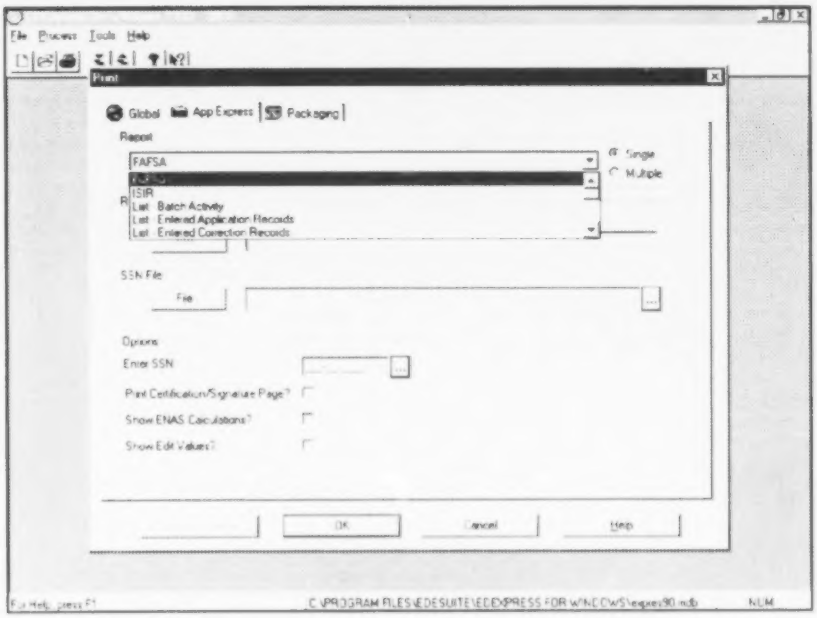

*Click the **down arrow** in the Report field to display a list of items you can print.*

*Select **List-Entered Correction Records**.*

Tip:

Use selection criteria to view specific records and narrow your list.

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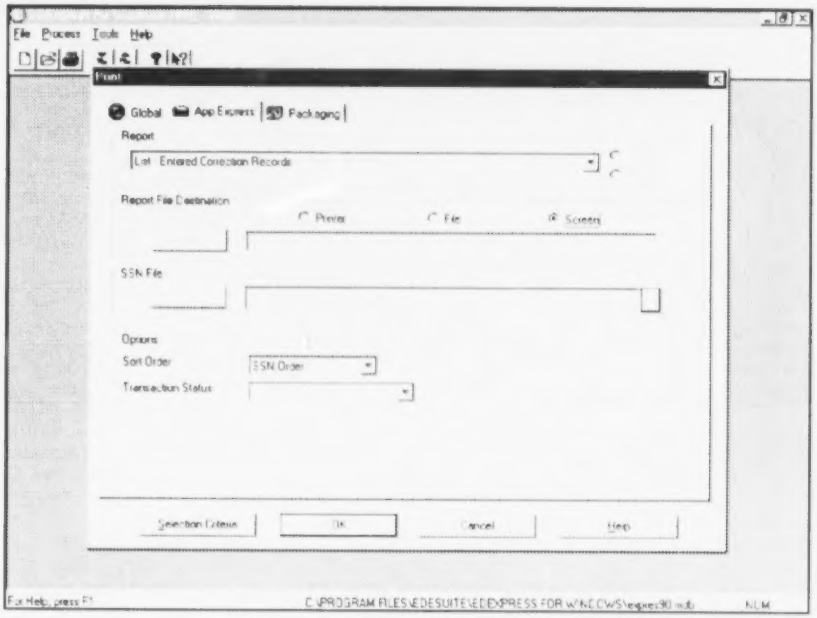
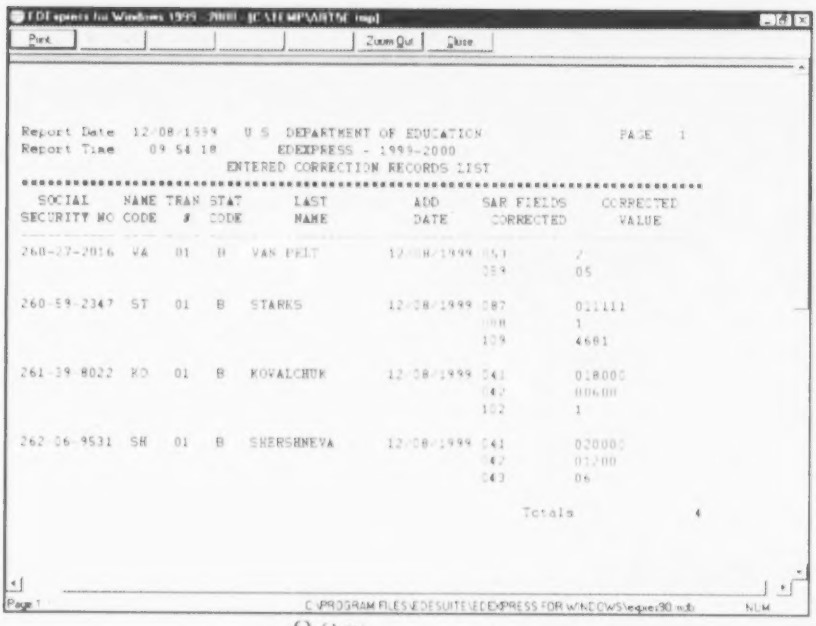
This report will be sent to the screen and will appear in the default SSN sort order.

*Click **OK** to generate the report.*

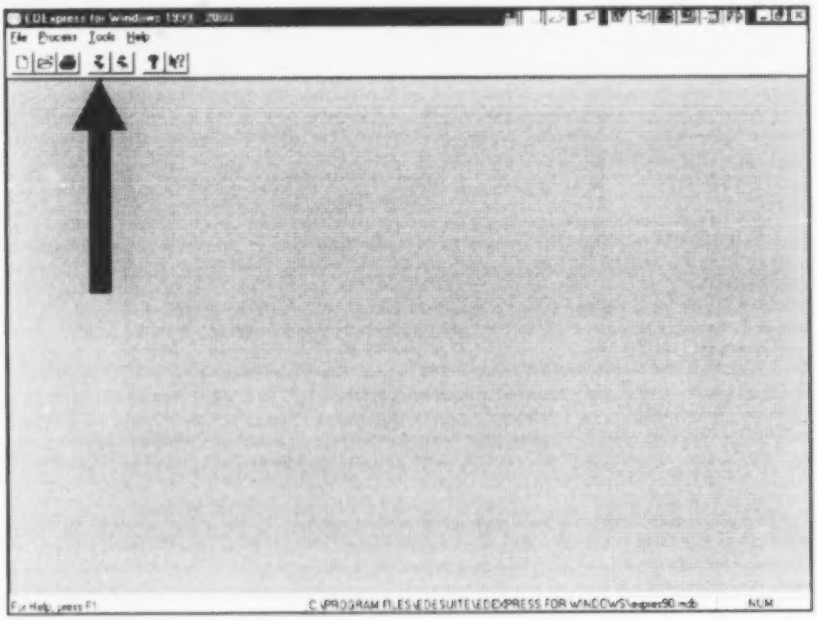


The report includes the four records created and included in the batch.



Importing Corrected ISIRs

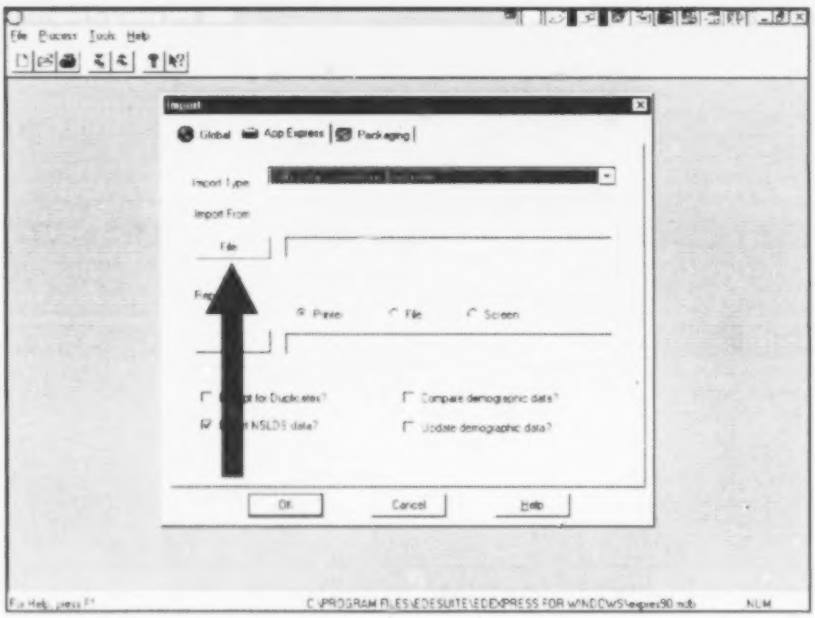
Now you are ready to import the ISIRs from the processed corrections you submitted. The import process for correction ISIRs is the same as electronic ISIRs and automatic ISIRs.



Click the Import button on the tool bar.

*Select **ISIR Data - Corrections/Duplicates** as the Import Type*

Click the Import From File button to locate the file



Select the desired file

*Click **Open***

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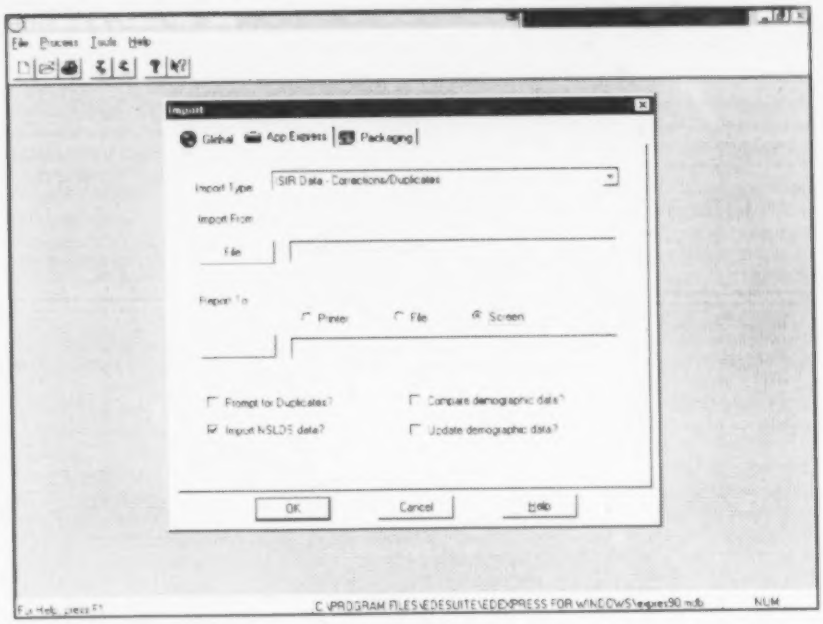
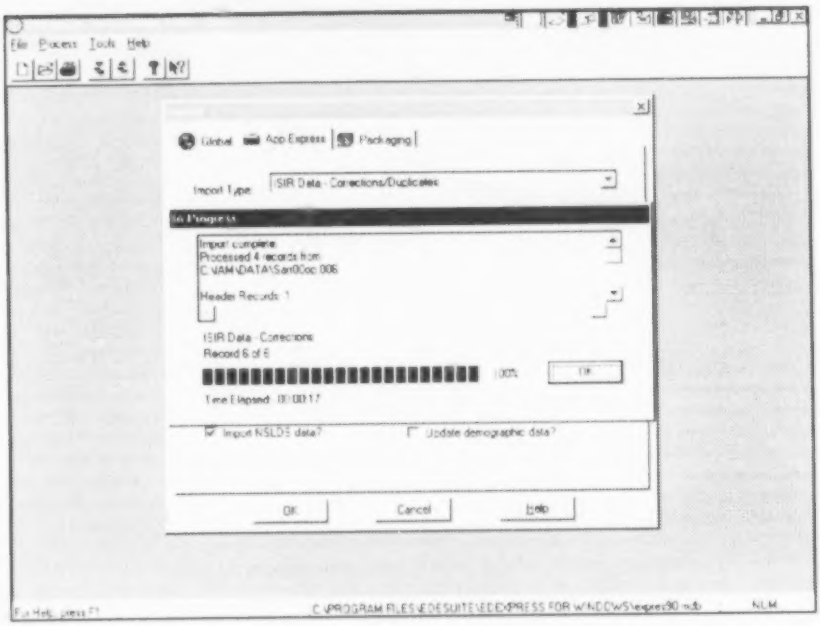


*Select the **Screen** option to view the Import Edit Report on the screen.*

*Click **OK**.*



This box indicates that there are five records in this batch. You must compare this to the correction batch you created.

*Click **OK** to continue.*

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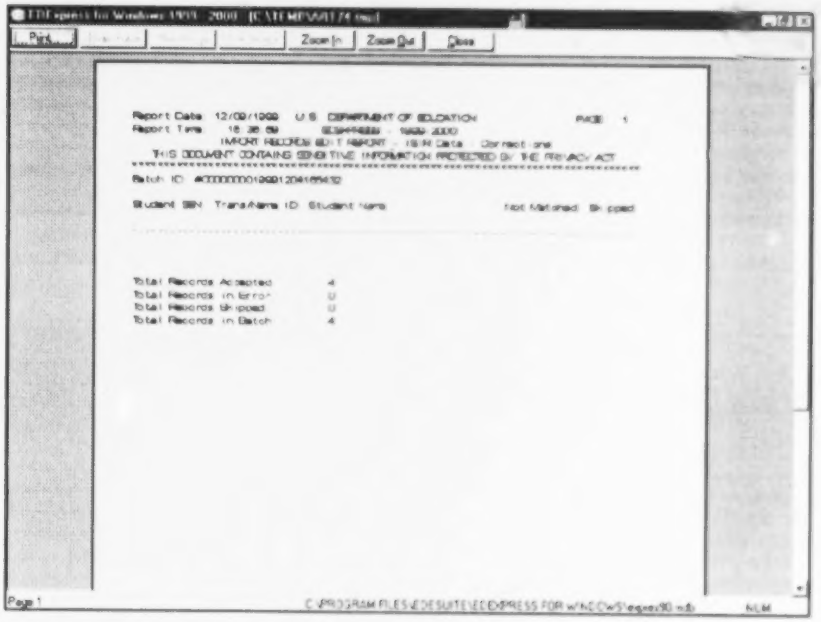
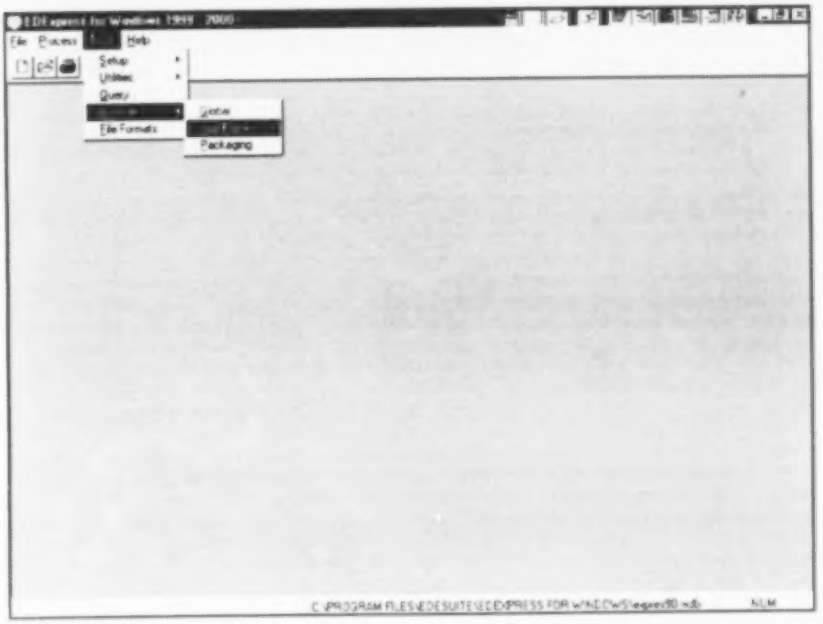
The Edit Report indicates that four records were added to the database.

Note the batch ID. This is for your processing log.


Print...
Zoom In
Zoom Out
Close
Report Date 12/09/1998 U.S. DEPARTMENT OF EDUCATION PAGE 1
IMPORT RECORDS EDIT REPORT - ISIR Data Correction
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
Batch ID:
Student SSN Trans.Name ID Student Name Not Matched Skipped
Total Records Accepted 4
Total Records In Error 0
Total Records Skipped 0
Total Records In Batch 4
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\report80.mdb
NUM

Browsing Batch Activity

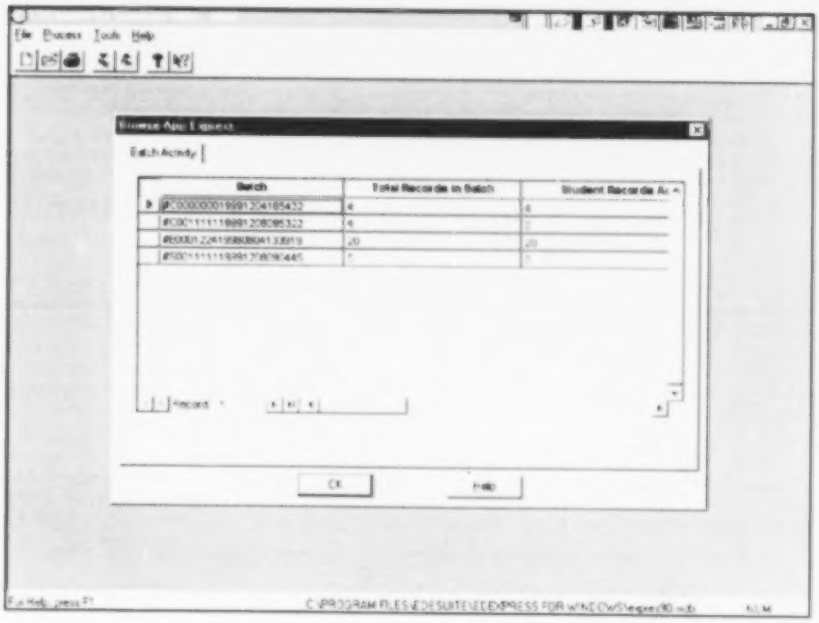
When you look at the batch activity database at this point, you will see the import entry for the batch you just imported.



*Click **Tools/Browse/App Express** on the menu bar.*

In this example, four new records have been added.

Click the right horizontal scroll bar to view more information.



The batch ID for the export and import batches are the same.

Click ***Close***.

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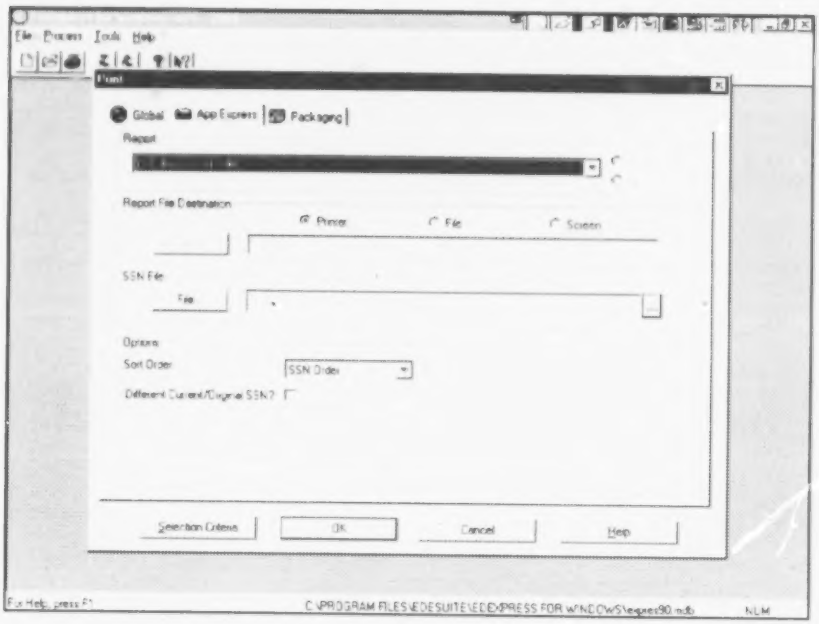
Printing a List of Corrected ISIRs

Now you probably want to see what students are included in the specific batch. You can print a list of processed ISIRs just like you did in Chapter 6. This time, though, only records from the correction batch are printed.

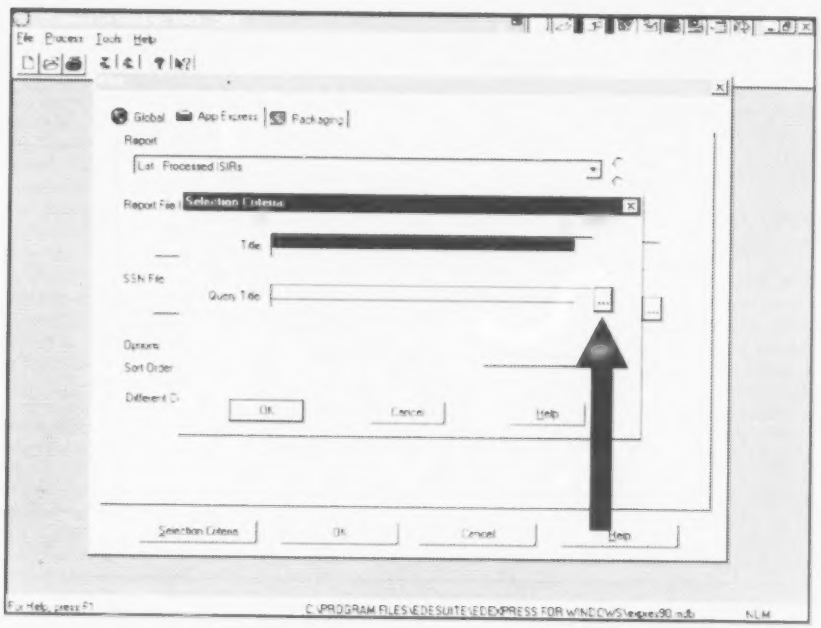
*Select **File** and **Print** from the menu bar.*

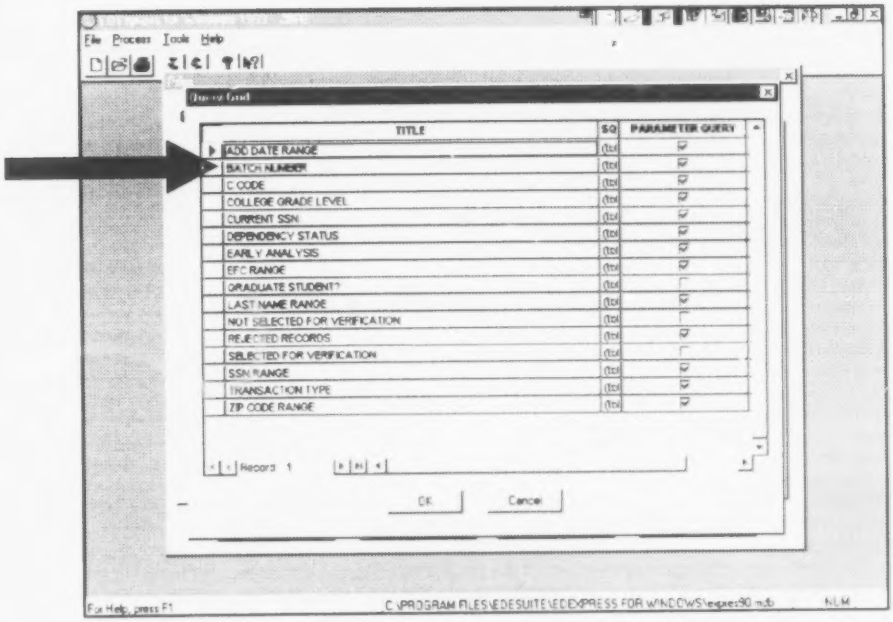
*Click App Express and select **List - Processed ISIRs** in the Report field.*

*Since you only want to see the records in the correction batch, click the **Selection Criteria** button.*



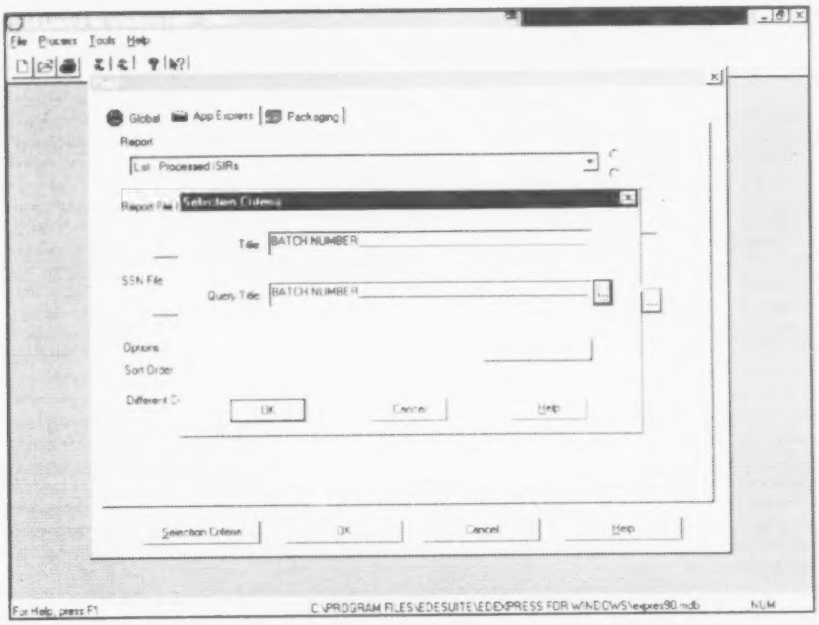
Click the ellipsis button to see a list of queries.





In this example, we want to select by batch number.

Click in the Batch Number field.



Click **OK**.

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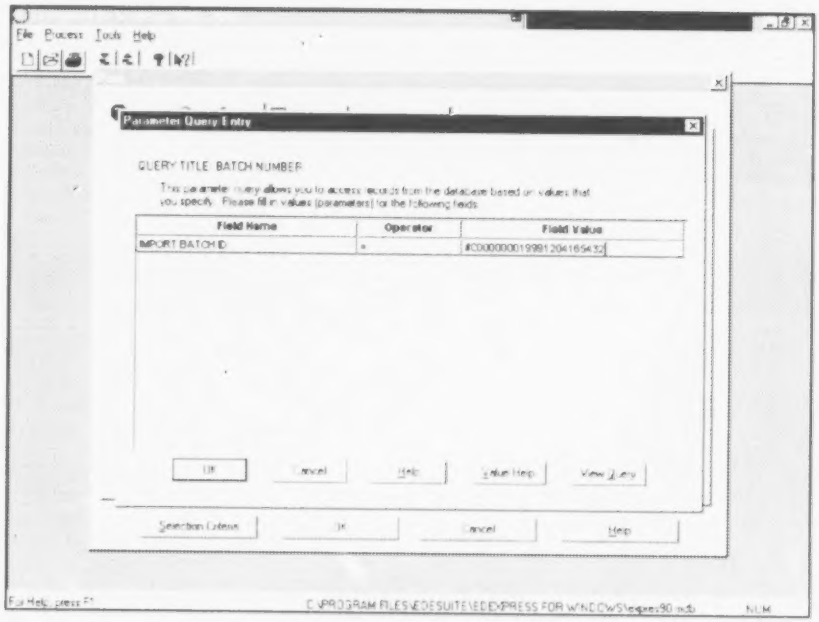
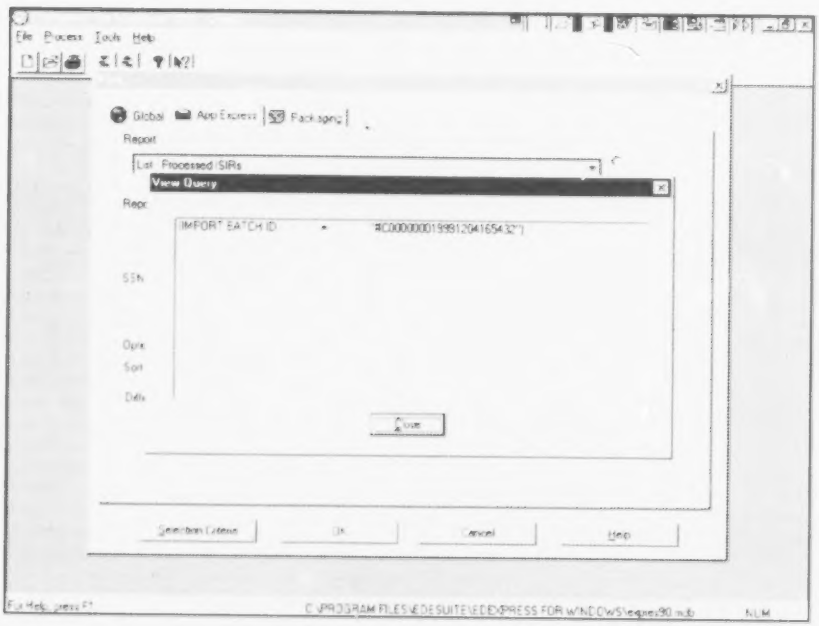
Enter the batch number in the value field.

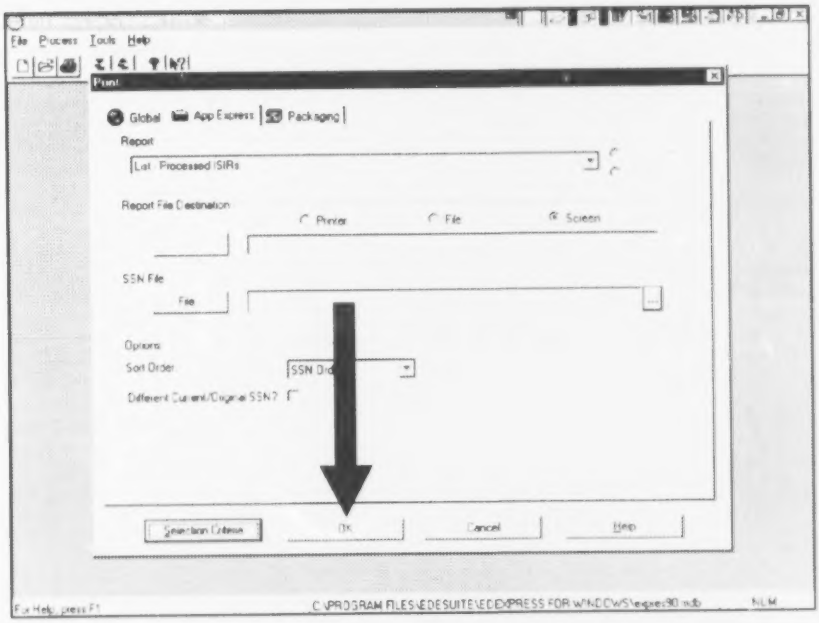
Click ***OK***.



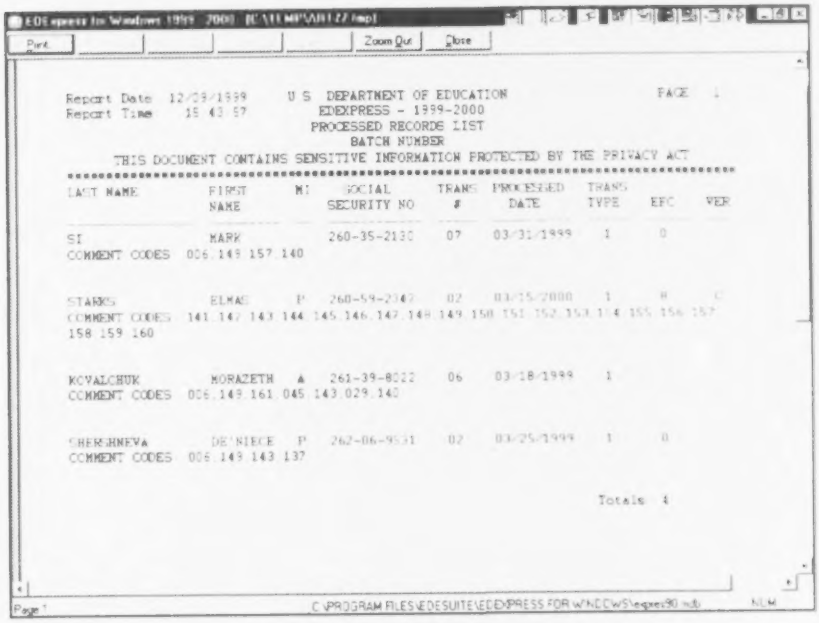
EDExpress shows your completed query.

Click ***Close***.





*Click **OK** to view the report.*


Print
Zoom Out
Close
Report Date 12/09/1999 U S DEPARTMENT OF EDUCATION PAGE 1
Report Time 15 43 57 EDEXPRESS - 1999-2000
PROCESSED RECORDS LIST
BATCH NUMBER
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT
LAST NAME FIRST NAME MI SOCIAL SECURITY NO TRANS # PROCESSED DATE TRANS TYPE EFC VER
SI MARK 260-35-2130 07 03/31/1999 1 0
COMMENT CODES 006 149 157 140
STARKS ELMAS P 260-59-2142 02 03/25/2000 1 0 C
COMMENT CODES 141 147 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160
KOVALCHUK MORAZETH A 261-39-8022 06 03/18/1999 1
COMMENT CODES 006 149 161 045 143 029 140
CHERSHNEVA DE'NIECE P 262-06-9531 02 03/25/1999 1 0
COMMENT CODES 006 149 143 137
Totals 4
Page 1
C:\PROGRAM FILES\EDESUITE\EDEXPRESS FOR WINDOWS\expwr90.mdb

The list includes all four corrected records in the batch.

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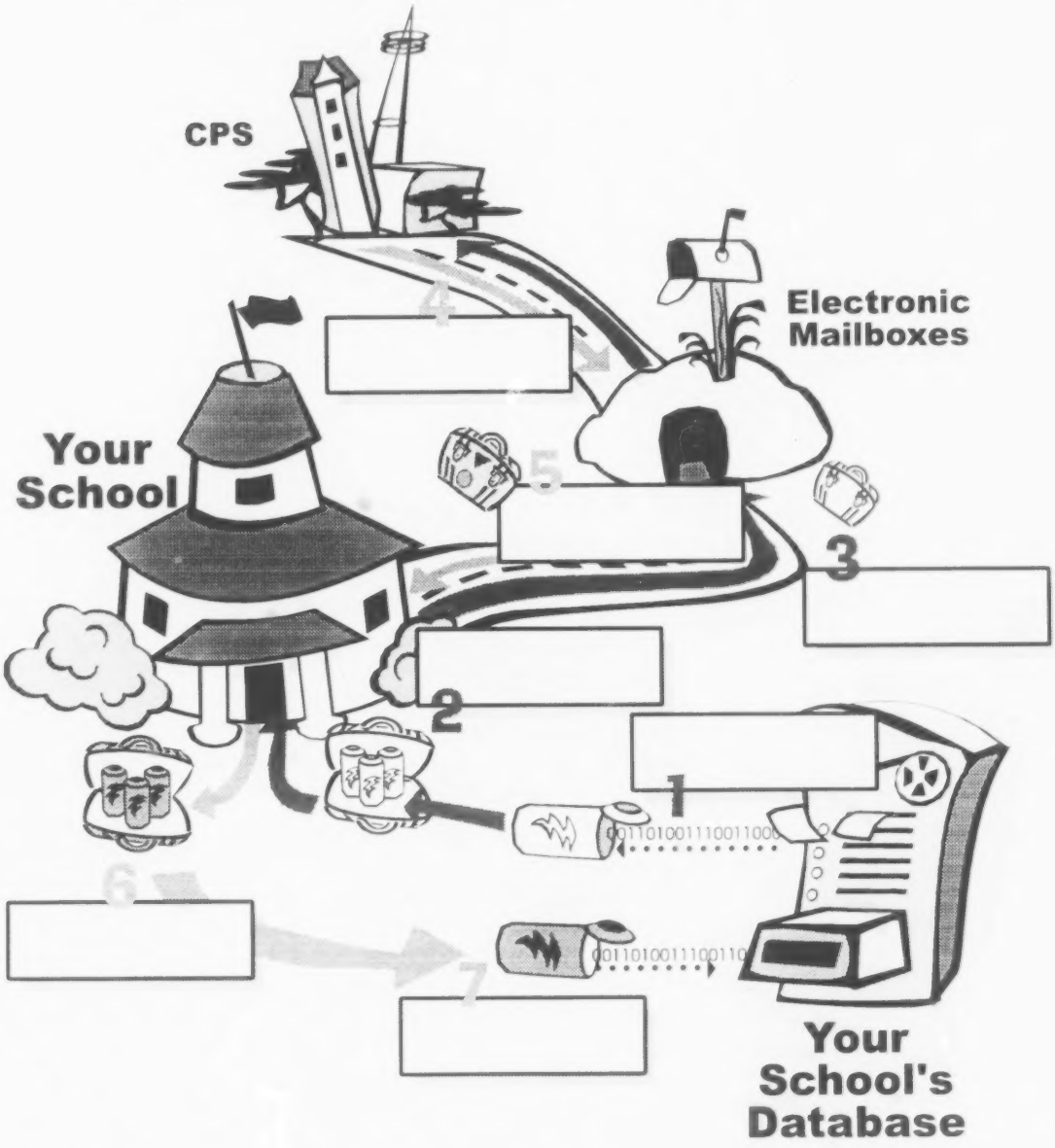
Discussion Questions for Chapter 8

1. What are the two types of CPS rejects?
2. How can you easily tell the difference between verifiable and non-verifiable rejects?
3. What three methods can you use to create a correction record?
4. How can you determine what fields must be corrected to resolve a reject?
5. How is exporting a batch of corrections different from what EDconnect will do?
6. Do you receive ISIRs for records that have EDE rejects?

Appendix

The 7-Step EDE Process



IMPORT RECORDS EDIT REPORT - ISIR Data - Electronic Apps

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

Batch ID: #A000122419980811111156

Student SSN	Trans/Name ID		Student Name	Not Matched	Skipped
260-27-2016	01	VA	VAN PELT, KIMBERLY P		X
260-35-2130	06	SI	SI, MARK A		X
260-35-8287	10	CH	CHERMAKYAN, ALBERT		X
260-39-1957	01	BL	BLAKE, SARAI		X
260-59-2347	01	ST	STARKS, ELMAS P		X
260-84-3180	01	CA	CASTILLO, TENNISHA G		X
261-39-8022	05	KO	KOVALCHUK, MORAZETH		X
261-94-2308	01	HA	HAYES, MARIE		X

Total Records Accepted: 42
Total Records in Error: 0
Total Records Skipped: 8
Total Records in Batch: 50

Report Date: 11/17/1998 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 16:54:48 EDEXPRESS - 1999-2000
IMPORT RECORDS EDIT REPORT - ISIR Data - Automatic
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

Batch ID: #E000122419980804133919

Student SSN	Trans/Name ID	Student Name	Not Matched	Skipped

Total Records Accepted: 20
Total Records in Error: 0
Total Records Skipped: 0
Total Records in Batch: 20

IMPORT RECORDS EDIT REPORT - ISIR Data - Automatic
THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

****

Batch ID: #E000305119990430120000

Student SSN	Trans/Name ID	Student Name	Not Matched	Skipped

Total Records Accepted:	45
Total Records in Error:	0
Total Records Skipped:	0
Total Records in Batch:	45

1999-2000 Institutional Student Information Record

****

IMPORTANT: Read ALL information to find out what to do with this Report.

****

OMB Number: 1840-0132

KIMBERLY P. VAN PELT
464 WALNUT AVENUE
LOS ANGELES CA 90745

AUGUST 28, 1999

EFC 0 C

Read this letter carefully and review each item on this Institutional Student Information Record (ISIR). You may submit corrections to the information by following the instructions given to you by your Financial Aid Administrator (FAA).

We have applied a formula to the information from the form you submitted. The result of this formula will be used by your school to determine your eligibility for most types of Federal student aid. See your FAA to determine what types of student aid you may be able to receive. Based on the information you gave us, you are not eligible for a Federal Pell Grant. All the schools listed on this ISIR will receive an electronic report of your financial aid information. Unless a school informs you otherwise, you do not need to submit this ISIR to any school. Keep the ISIR in case you need to make corrections, or if you decide to attend a school that is not listed.

The Selective Service reported that you have not registered with them. If you are female or were born before 1960, please contact your FAA. Otherwise, a male who is required to register with Selective Service must be registered before aid can be disbursed. If you have not yet registered, are male, and are 18 through 25 years of age, you must either answer "Yes" to "Are you male?" and "Register you for Selective Service" in Step One of this ISIR or obtain and complete a Selective Service Registration form, available at your local post office. If you believe you have already registered or are exempt, please contact the Selective Service at 847-688-6888 to resolve any problems regarding your registration status.

Your application record was compared with the National Student Loan Data System (NSLDS). The NSLDS confirmed that your social security number is not associated with any previous financial aid history.

1999-2000 Institutional Student Information Record

Student ID	260-27-2016 VA 01	EFC	0 C
STEP ONE (THE STUDENT) (Q1-Q52)			INDEPENDENT
Name	KIMBERLY P. VAN PELT		
Address:	464 WALNUT AVENUE		
	LOS ANGELES CA 90745	Cash, Savings, and Checking	500
Social Security Number	260-27-2016	Net Worth of Investments	26000
Date of Birth	12/05/1978	Net Worth of Business	0
Permanent Home Phone #	(310)834-2719	Net Worth of Investment Farm	0
Have Driver's License?	2		
Driver's Lic		STEP TWO (THE STUDENT) (Q53 - Q58)	
Citizenship Sts	U.S. Citizen	hBorn Before 1-1-1976?	YES
Alien Registration Number		hEnrolled Grad/Prof Prog 1999-2000	NO
Marital Status	MARRIED	hAre you Married?	YES
Date of Marital Status	198406	hOrphan or Ward of the Court	NO
Enrollment Sts Summ 1999	FULL TIME	hVeteran of U.S. Armed Forces	NO
Enrollment Sts Fall 1999	FULL TIME	hDependents Other Than Spouse?	YES
Enrollment Sts Wint 2000	FULL TIME		
Enrollment Sts Spr 2000		STEP THREE (Q59 - Q60)	
Enrollment Sts Summ 2000		STUDENT (AND SPOUSE)	
Father's Educational Level		hNumber in Household	15
Mother's Educational Level		hNumber in College in 1999-2000	1
State of Legal Residence	CA		
Legal Resident before 1-1-1994?	YES	STEP FOUR (PARENTS) (Q61 - Q82)	
If No, Date of Legal Res.		h1998 Tax Form Filed Status	NOTFILING
Are You Male?	NO	hType of 1998 Tax Form Used	FOREIGN
Register for Selective Service?		Eligible to File 1040A or 1040EZ?	
Degree/Cert	ASSOCGEN	*Parent's 1998 AGI	
Yr in Coll 1999-2000	1st YR ATT PREV	*Parent's 1998 Tax	
Have HS Diploma/GED?	NO	Parent's 1998 Exemptions	
Bachelor's Degree by 7-1-1999?	NO	Earned Income Credit	0
Interested in Student Loans?	YES	*Father's Income from Work	
Interested in Work Study?	NO	*Mother's Income from Work	
No. of Months VA Benefits Received		Amt from Worksheet A	0
Amount Per Month of VA Benefits		Amt from Worksheet B	0
1998 Tax Form Filed Status	FILED	Cash, Savings, and Checking	0
Type of 1998 Tax Form Used	1040	Net Worth of Investments	0
Eligible to File 1040A or 1040EZ?		Net Worth of Business	0
*Student and Spouse 1998 AGI		Net Worth of Investment Farm	0
*Student and Spouse 1998 Tax		Marital Status	SINGLE
Student and Spouse 1998 Exemptions	03	Number in Household	07
Earned Income Credit	0	Number in College in 1999-2000	2
*Student's Income from Work		State of Legal Residence	CA
*Spouse's Income from Work		Legal Residents before 1-1-1994?	YES
Amt from Worksheet A	0	If No, Date of Legal Res.	
Amt form Worksheet B	0	Age of Older Parent	44

1999-2000 Institutional Student Information Record

Student ID	260-27-2016 VA 01	EFC	0 C
Last Name	VAN PELT		
STEP 5 (Q83-Q94)			
College 1 001224	House 1 W/PARENT(S)		
College 2 003866	House 2 W/PARENT(S)		
College 3 000000	House 3 W/PARENT(S)		
College 4 007358	House 4 W/PARENT(S)	OFFICE INFORMATION	
College 5 001374	House 5 W/PARENT(S)	DRN	0000
College 6 003051	House 6 W/PARENT(S)	Primary EFC Type	5
		Secondary EFC Type	
STEP 6 (Q95-Q99)		Processed Date	08/28/1999
Date Application Completed	02/08/1999	Application Source	ELECTRONICAPP
Student Signature	SIGNED	ISIR Transaction Type	AUTOMATIC ISIR
Parent Signature	SIGNED	Institution Number	001224
Preparer's SSN		Reject Override Codes:	
Preparer's EIN		B N W	
Preparer's Signature		Assumption Override Codes:	
		1 2 3 4 5 6 7	

FAA INFORMATION		Early Analysis Flag	
Date ISIR Received	11/09/1999	Rejects Met:	W
Verification Type		Verification Flag	
System Generated Indicator		Dependency Override	
FAA EFC Adjustment Flag		Duplicate Request	
Date Application Received	02/13/1999	Correction # Applied to	
Reprocessing Code		Transaction Receipt Date	08/28/1999

Pell Paid EFC	PRIMARY		Pell Elig Flag			Y		Intermediate Values	
Primary EFC	0		Secondary EFC			0		TI	0 APA
Mon 1	0	Mon 7 0	Mon 1	0	Mon 7	0		FTI	0 PCA
Mon 2	0	Mon 8 0	Mon 2	0	Mon 8	0		ATI	3000 AAI
Mon 3	0	Mon 10 0	Mon 3	0	Mon 10	0		STX	0 TPC
Mon 4	0	Mon 11 0	Mon 4	0	Mon 11	0		IPA	3000 TSC
Mon 5	0	Mon 12 0	Mon 5	0	Mon 12	0		EA	0 PC 0
Mon 6	0		Mon 6	0				AI	-30000 SIC
								DNW	CAI -15000
								SCA	
								STI	0
Auto Zero EFC Flag								Subsequent App Flag	
SNT Flag	NO								

Match Flags: SSN 4 SSA INS PRI DED SS NSLDS 2 VA
INS Ver. No. SS Registration Flag
NSLDS Transaction Number 1 NSLDS Database Results Flag 1

Comments: 006,112,030,140

Report Date: 11/17/1999 U.S. DEPARTMENT OF EDUCATION PAGE: 1
Report Time: 14:18:45 EDEXPRESS - 1999-2000
PROCESSED RECORDS LIST
REJECTED RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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LAST NAME	FIRST NAME	MI	SOCIAL SECURITY NO	TRANS #	PROCESSED DATE	TRANS TYPE	EFC	VER
VAN PELT	KIMBERLY	P	260-27-2016	01	08/28/1999	1	0	

COMMENT CODES: 006,112,030,140

Totals: 1

BATCH NUMBER ERROR LIST

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

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INITIAL APPLICATIONS

SOCIAL SECURITY NO.	NAME CODE	BATCH NUMBER	MESSAGE
102-04-5986	SM	#A0B00006199902151311158	DUPLICATE BATCH NUMBER
245-68-9510	CO	#A0B00006199902151311158	DUPLICATE BATCH NUMBER
254-35-9002	AR	#A0B00006199902151311158	DUPLICATE BATCH NUMBER
498-61-2333	TH	#A0B00006199902151311158	DUPLICATE BATCH NUMBER
856-37-1285	JO	#A0B00006199902151311158	DUPLICATE BATCH NUMBER

Total Records Accepted: 5
Total Records in Error: 0
Total Records Skipped: 0
Total Records in Batch: 5

ENTERED CORRECTION RECORDS LIST

SOCIAL SECURITY NO	NAME CODE	TRAN #	STAT CODE	LAST NAME	ADD DATE	SAR FIELDS CORRECTED	CORRECTED VALUE
111-11-1111	AD	01	B	POWERS	12/04/1999	041	018000
						042	00600
						102	1
260-27-2016	VA	01	B	VAN PELT	12/04/1999	053	2
						059	05
260-35-8287	CH	10	B	CHERMAKYAN	12/04/1999	041	0029710
						045	029710
						053	1
						059	01
260-39-1957	SB	01	B	BLAKE	12/04/1999	087	000000
						088	1
						109	4681
261-95-7795	AY	04	B	AYRAPETYAN	12/04/1999	042	12000
						043	04
						059	04

Totals: 5